

SINGLE SOURCE CERTIFICATION

DATE: _____

Authority is requested to make the following purchase under the provision of USF System Regulation USF4.02010(IV)(A)(2)(b) as a non-competitive purchase available from only one source.

ITEM(S):

PRICE: \$ _____ **FUND #:** _____

VENDOR ID: _____ **REQUISITION#:** _____

VENDOR NAME: _____ **PURCHASE ORDER #:** _____

FEDERAL GRANT: ___Y ___N

Describe the equipment, commodity or contractual service and how it is to be used. Provide the justification for the single source (note price cannot be used for justification). Attach additional pages if necessary. The Justification should describe in lay language. The service/commodity and its intended use, The reasons the item is not subject to competition from other sources, The necessity for purchase, and why only this service/commodity has unique features or qualities that will accomplish the required needs of the buyer.

Purchasing Agent **Date**
Authority: USF4.02010(IV)(A)(2)(b)

Approved by: **Date**

PUBLIC POSTING
START DATE _____ END DATE _____

Last Modified: 05/10/2021