

SOLE SOURCE JUSTIFICATION



Broward Community College
Purchasing Department

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Sole Source: Justification to Purchase _____
(MATERIAL BEING PURCHASED)

Under the requirement of Purchasing POLICY NO. 6Hx2-7.02 and Broward Community College Purchasing Procedures submitted in support of this request for authority to purchase without bidding, the items listed are non-competitive items available from only one source. To include all purchases, rentals and/or leases.

State reasons why items(s) are not competitive and are available from only one source. List the use for which it is intended and to whom the item will be available. Explain the necessity for compatibility with existing equipment or instrumentation (if applicable). State as clearly and concisely as possible why only this piece of equipment will accomplish the function required.

JUSTIFICATION:

I, the undersigned, certify the above to be true and correct to the best of my knowledge and belief.

REQUISITIONER'S NAME

TITLE

REQUISITIONER'S SIGNATURE

DEPARTMENT AND TELEPHONE NUMBER