

**SALISBURY UNIVERSITY  
SOLE SOURCE JUSTIFICATION**

**VENDOR NAME:**

**ADDRESS:**

**AMOUNT OF REQUISITION:**

- 1. WHY IS NO OTHER PRODUCT OR SERVICE SUITABLE OR ACCEPTABLE TO MEET THIS NEED?**
  
- 2. WHY IS NO OTHER CONTRACTOR/VENDOR SUITABLE OR ACCEPTABLE FOR THIS PROCUREMENT?**
  
- 3. WHAT WOULD THE RESULT BE IF THIS PRODUCT OR SERVICE IS NOT OBTAINED OR BECOMES UNAVAILABLE?**
  
- 4. IS THE PRICE FAIR AND REASONABLE?**
  
- 5. IF YES, HOW WAS DETERMINATION MADE IN REGARD TO FAIRNESS OF PRICE?**
  
- 6. ADDITIONAL INFORMATION OR CLARIFICATION:**

Requestor

Signature

*Send to Procurement with Requisition*