

JUSTIFICATION FOR PROPRIETARY (SOLE SOURCE) ACQUISITION

REQUISITION NO. _____ VENDOR NAME _____

This completed form must be included with each requisition that provides for proprietary (sole source) acquisition of goods or services valued at a total amount of \$2000 or more.

If more space is needed, please attach additional page(s).

1. **Unique Features:** Specify the unique features or characteristics of the goods or services that are requested:
2. **Special Needs:** Briefly explain why the unique specifications restrict the requisition to one manufacturer or providers:
3. **Other Sources:** State the reason or reasons why competing products are not satisfactory, e.g., a justification for the proprietary (sole source) acquisitions:
4. **Manufacturer's letter:** This form must be accompanied by a letter from the manufacturer/publisher certifying qualification as a sole source. The letter must be signed by an executive officer of the manufacturer/publisher.

I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that this acquisition be obtained solely from a designated vendor or contractor.

_____/_____
Signature of Individual Requesting the Proprietary Acquisition Date

Printed Name of Individual Requesting the Proprietary Acquisition _____ / _____ Date

Campus/Department: _____

_____/_____
Signature of Department Administrator Date

To be bona fide exemption to the Texas Education Code District purchasing law requirements, there must be no other like items available for purchase that would serve the same purpose or function, and only one price for the product because of exclusive distribution or marketing rights. The fact that a particular item is covered by a patent or copyright is but one factor in determining if the purchase falls under the sole source exemption to the purchase requirements. (44.031(j)(1), Texas Education Code)

DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY

APPROVED:

District Director of Acquisitions
and Administrative Services: _____ / _____
Date