



## Sole Source Justification Form

<b>Date:</b>	<b>VMRF Project #:</b>	<b>PO#:</b>
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**Vendor:**

**1. Describe briefly the item or service required to meet the minimum need.**

**2. Explain why the vendor is a sole source. What characteristics of the item or service require that it be procured only from this source, and/or why is the vendor named on the requisition uniquely able to provide the required item or service?**

**3. Are there any competitors who provide this item or service? If so, please name.**

<b>Signature of Requisitioner (VMRF Principal Investigator):</b>	<b>Date:</b>
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**Approval from VMRF Controller Required Only on Purchases of \$50,000 or More**

<b>Signature of Approver (VMRF Controller):</b>	<b>Date:</b>
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