



Purchasing Department
 Lucas Administrative Center 617
 Nunn Drive
 Highland Heights, KY 41099
 (859) 572-5265
 FAX (859) 572-6995

SINGLE SOURCE JUSTIFICATION

The following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

VENDOR NAME PHONE
 VENDOR ADDRESS
 CITY STATE ZIP

Describe briefly, in lay language, what the item/service is and how it is to be used.

What feature or special condition of this commodity/service is unique and cannot be obtained from any other manufacturer?

Is this product or service being purchased directly from the manufacturer? YES NO

If no, is it available from more than one dealer? YES NO

If available from more than one dealer, why is this item not biddable?

In your expert opinion, is the price reasonable and competitive with other similar equipment and/or services? YES NO

Attach other single source comments or explanations

Please Type or Print Name

Signature Required _____ Date _____

Approval _____ Date _____

Dean or Vice President