



TEXAS SOUTHERN UNIVERSITY

JUSTIFICATION FOR PROPRIETARY (SOLE SOURCE) ACQUISITION

REQUISITION/CONTRACT NO. _____

This completed form must be included with each requisition/contract that provides for proprietary (sole source) acquisition of goods or services valued at a total amount of \$5,000.00 or more from state or local funds. 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) acquisition:

Will the item be used with existing equipment? Yes No
If yes, is the item a component to be interfaced with existing equipment? Yes No
If yes, is the component an accessory or option? Yes No
Enter brand and model of existing equipment:

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.

Submitted by: _____ / _____
Signature of Individual Requesting the Proprietary Acquisition* Date

Printed Name of Individual Requesting the Proprietary Acquisition Date

College/Department/Division: _____

Vice President/Dean Signature: _____ / _____
Date

**DO NOT WRITE BELOW THIS LINE
FOR OFFICE USE ONLY**

Director of Purchasing: _____ / _____
Date

* For Research Grants, this individual must be the PI or designee.