

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.01 Purchasing with University Funds

PRO-U5348.01F**PURCHASING FROM A SOLE SOURCE**

This procedure applies to any employee making purchases over the bid law dollar limits from a sole source.

Action by:**Action:**

Department

1. **Researches** product to identify alternative sources, and **determines** that goods can only be purchase from a sole source. (Equipment, technologies or processes protected by patent are the easiest cases to make as sole source.)

Note: Sometimes a specific brand or model name is identified to maintain compatibility with existing equipment or standards. This specified item may be available from several different distributors or retailers. If it is, this is not a sole source, but rather a Request for No Product Substitution. An explanation should accompany the purchase form to explain why equivalent brands or models cannot be used.

2. **Completes** Sole Source Justification Form and Request for Sole Source Approval Form. **Includes** full written description as to the special conditions or requirements which make the purchase justifiable to only one source.

Provides complete documentation, including notes of any discussions with possible vendors, recommendations of colleagues and/or internet searches.

3. **Submits** completed forms and documentation to Financial Manager or Budget Authority for approval.

Financial Manager

4. **Approves** completed form.

5. **Submits** approved forms to Purchasing for review and approval.

Purchasing

6. **Researches** justification for sole source applicability.

7. **Determines** sole source status.
 - a. If approved as sole source, **places** order.
 - b. If not approved, **notifies** department and **purchases** through appropriate competitive means.