

<p style="text-align: center;">VILLANOVA UNIVERSITY PROCUREMENT DEPARTMENT Policy and Procedure</p>	<p>Policy Number :</p>
	<p>Submitted By : John Durham Date: 8/29/03</p>
<p>Title : Sole Source Justification</p>	<p>Approved By : Ken Valosky Date: 10/29/03</p>

Policy

Any Department requesting to purchase products or services that are over \$5000 without obtaining the necessary bids because of a sole source justification must complete a "Sole Source Justification Form". A sole source purchase is any product or service that is only available from one source. If a product is available from multiple vendors, it may not be considered to be a sole source. It is still mandatory to obtain a quotation from the sole source supplier.

Procedures

1. Once a Department determines that a particular product is a sole source item, the requesting Department should complete a "Sole Source Justification Form".
2. The Department must complete ALL sections of the form and attach all information regarding the product/service that is being purchased.
3. This Sole Source Justification Form must be approved by the Department Head and then submitted to the Procurement Department for review.
4. The Procurement Department will review the justification form and determine if the purchase can be classified as a sole source.
5. The Procurement Department will notify the requesting Department whether the product/service is approved or disapproved. If approved, the Department may process an on-line requisition for the product or service. If disapproved, the Procurement Department will review the order request with the requesting Department and will work with the Department to obtain the necessary bids to meet the University Policy.