

SOLE SOURCE JUSTIFICATION FORM

Requestor: Keith Tate	Date: 06/15/17
Department: Facility Services	Phone #: 2-2966
Campus Address: 521 Lancaster Ave, Gentry	Fax #:
Vendor/Supplier: Seating Solutions	Amount: \$
Funding Source: Grant Budget: <input type="checkbox"/> Federal <input type="checkbox"/> State University Budget: <input checked="" type="checkbox"/>	Type of Purchase: <input checked="" type="checkbox"/> Product/Commodity <input type="checkbox"/> Services
Organization Code #: _____	

Sole Source Justification is required when a purchase exceeds the small purchasing authority limit. Sole Source is defined as any material or service that is patented, copyrighted or unique to only (1) one known capable supplier. Some suppliers may have existing state, University or GSA contracts that would exempt the competitive bid process. Contact the Purchasing Department for information concerning these contracts or assistance with a competitive purchase process when exemptions do not apply.

Division of Purchases & Stores: 859-622-2246

Check exemption that will apply

- Material/service is available on existing Commonwealth of Kentucky or University contract. Contract # _____
- Material/service is patented, copyrighted or unique to only (1) capable supplier. (include written justification below)

Sole Source for Eastern Kentucky University to purchase Bravo Seats from Seating Solutions to match existing installations within the Athletic Director's box at Roy Kidd Stadium. Seating Solutions, through the quoting process previously, provided the Bravo seats previously for this installation, and the University is matching like for like to match current seating installation throughout the stadium.

REQUIRED SIGNATURES:

Requestor or PI Signature  Requisition # if known _____

Purchasing Approval _____
Director/Assistant Director

6/15/17
Date

Email form to the Division of Purchases and Stores adm.purchasing@eku.edu