



Procurement Services Department
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PROCUREMENT SERVICES
SOLE SOURCE CERTIFICATION/WAIVER OF COMPETITIVE QUOTE(S)

In accordance with the authority granted under the University’s Regulation 6.008, Purchasing, the following information is submitted in support of a request to purchase item(s) or service(s) listed below, without a competitive solicitation, for sole source and/or waiver of procurement competition.

REQUISITION NO.:	DATE:	ORIGINATING DEPT. & REQUESTER NAME & :	SMARTTAG:
DESCRIPTION OF ITEM(S) OR SERVICE (S) PURCHASED:			
SUPPLIER:	SUPPLIER’S ORDER OR REF. NO.:		TOTAL COST: \$
JUSTIFICATION:			
TERM OF SERVICE(S) PURCHASED (Start/End Date):			

Administrative Approvals (Once signed, please email this form to the Procurement staff):

Originating Department: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Originating Department Administrator: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Procurement Staff: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Director of Procurement: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments: