FLORIDA ATLANTIC UNIVERSITY

# SOLE SOURCE CERTIFICATION/WAIVE QUOTE REQUEST

**SOLE SOURCE ($75,000 and above) SOLE SOURCE or WAIVE QUOTES (Under $75,000)**

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| --- | --- | --- | --- |
| REQ/PO NO.: | DATE: | DEPT. NAME: | REQUESTER: |

In accordance with the authority granted under Florida Atlantic University Regulation 6.008(3)(b)2., the following documentation is submitted in support of a request to purchase the item(s) or services listed below without issuing a call for bids as they are only available from the vendor indicated below. It can also be used to request waiving multiple quotes.

Supplier:

Item(s) or Service:

Total Cost: $

DESCRIPTION OF COMMODITIES/SERVICES:

JUSTIFICATION:

I, the undersigned Using Department, certify the above to be true and correct to the best of my knowledge and belief. *No signatures are required if under $75,000.*

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Using Department Signature Purchasing Agent

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Print Name Print Name

I, the undersigned, designee of the President of Florida Atlantic University, hereby concur with the above justification and authorize the procurement of the above item(s) or service on a sole source basis.

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Procurement Director, Florida Atlantic Univ.

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PUR 20 (Rev. 03/01/19) Print Name