FLORIDA ATLANTIC UNIVERSITY

Requisition #:	Date:	Supplier Name:	Amount:
			$

Note: This Sole Source Certification will become a public document, open to public inspection; therefore, you should be certain all material facts are true, relevant and clearly understandable.

SOLE SOURCE CERTIFICATION for purchases $150,000 and above, please complete Sections A, B and C below.

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.

Note: Sole Source means that the item/service is unique and that the vendor is the only one from whom the item/service can be provided. Best Price alone cannot be used for sole source. If the item/service is available from more than one source of supply, best price must be determined through the competitive bid process.

A: What are your department's requirements (technical or otherwise):

B: List below the products/services being ordered:(the products/services listed below are the only ones that can meet these requirements): ☐

C. The required products/services are only available from this supplier: ☐

Please attach this signed form to the requisition in Workday

Requester _____ **Signature** _____ **Date** _____

Cost Center Manager/ Finance Director _____ **Signature** _____ **Date** _____