SOLE SOURCE AND RESEARCH JUSTIFICATION LETTERS

I. NON-COMPUTER TYPE PURCHASES
   A. Requires a letter (in paragraph form) from the department on university department letterhead and signed by the person in the department requesting the purchase
   B. Letter must contain:
      1. Description of item and how it will be used
      2. How item is unique and what it can do that others cannot
      3. Advise if other manufacturers make similar items that could do the same job or meet your goals
      4. Statement that item is not available from other distributors or companies
      5. (Research only) How this purchase or failure to make this purchase will have an impact on the research

II. COMPUTER OR TELECOM TYPE PURCHASES- (includes computer hardware, software, printers, scanners, & telecommunication)
   A. Requires a letter from the vendor on company letterhead and signed by the vendor
   B. Letter must contain:
      1. Description of item and how it will be used
      2. How item is unique and what it can do that others cannot
      3. Advise if other manufacturers make similar items that could do the same job or meet your goals
      4. Statement that item is not available from other distributors or companies

**ALL LETTERS MUST HAVE A SIGNED QUOTE ATTACHED!!!