RESET

Business Services
(406) 243-6260 Fax (406) 243-4929

JUSTIFICATION FOR SOLE SUPPLIER OR BRAND

To document sole source and/or brand name procurement, justification is hereby provided for Requisition No.	Dated
Vendor	Total Dollar Amount

1. Fully describe the purpose for which this product is needed and why this specific product is unique. Explain in detail, how this need can best be satisfied.

2. Fully explain why the suggested vendor or brand is the only brand or source of supply to fill the requirement.

3. Describe how the suggested brand or vendor is able to fill the requirements.

4. Explain why no other vendors or brand can fulfill the requirements.

Requestor's Name: (typed or printed)	Title: (typed or printed)
Department:	Phone:

Signature of Requestor _____Department_____ Date _____

Purchasing Review--Business Services Use Only:

Approved _____ Disapproved _____ Initials _____ Date _____/_____/_____

Revised 02/16/2001nb

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