

Ithaca College Purchasing Department

Sole Source & Price Pre-Purchase Justification

(Complete this form for general equipment and service purchases with a value greater than \$2000.00.)

Department/School: _____ Requestor: _____

Date: _____ Requisition #: _____ Supplier: _____

- **All purchases of items OVER \$2,000.00 require two to three competitive quotes OR a sole-source statement to support price and chosen supplier prior to purchase.**
- Please complete and fax with quote(s) to the Purchasing Department at 274-1602 to support a Parnassus iProcurement requisition for purchase of goods or services.

Price Justification:

- I have obtained 2-3 competitive quotes and have chosen the supplier based on price, reliability, delivery, service, or other factors. (Attach quotes)

Sole-Source Justification: (Sole-source purchase due to the unique or specialized product or service)

- Good or services obtainable only through exclusive supplier; no comparable item available.
- Matches existing or replacement equipment or parts.
- Emergency requirement exists.
- Contract for professional, technical or artistic services.
- Item selected from supplier with established College contract.
- Item selected on New York State Commodity Contract # _____
- Computer item approved by the Office of Information Technology Services.
- Other: **Explain in detail your sole source reason:**

I certify this purchase is in compliance with Ithaca College purchasing policies and procedures and that there is no real or potential conflict of interest in recommending this item or service as a sole-source purchase.

Signature _____ Date _____

Print Name _____ Title _____ Phone _____