Columbia University in the City of New York

Purchasing Office 1700 Broadway, 11th Floor ∙ MC 7501 ∙ New York, NY 10019

**Sole/Single Source Justification Form**

To: **Purchasing Office** Requisition #: \_\_\_\_\_\_\_\_\_\_\_ Department #: \_\_\_\_\_\_\_\_\_\_\_

1. **Discussion/Description (Purchase requirement/need, specification and purpose):**

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1. **Justification:**

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1. **Cost Effectiveness/Reasonableness/Funding/Price Competitiveness:**

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Signature Requisitioner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Requisitioner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If the total dollar amount of the requisition is $25,000 and over please have this form signed by your Vice President, Dean, Chair, or their senior financial officer.*

**TO BE COMPLETED BY THE VICE PRESIDENT, DEAN, CHAIR OR THEIR SENIOR FINANCIAL OFFICER.**

I have reviewed the requisition and all supporting documentation, including this form. I consider the request appropriate and policy compliant, and support the request to use this vendor.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURCHASING DEPARTMENT**

Buyer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_