

**Pittsburg State University  
Purchasing Office  
Single Source Justification Form**

Single source acquisition in the amount of \$ \_\_\_\_\_ is requested for:

**Vendor Name:**

**Attn:**

**Address:**

**City, ST, Zip:**

*Has the vendor ever been an employee of the State of Kansas? Yes ☐ No ☐*  
*If yes, please explain the nature of the employment and period of service.*

**1. Description of Material or Service:**

**2. Explain why the recommended vendor is the only one qualified to provide the requested products or services at the exclusion of all others, i.e., what makes this vendor uniquely qualified?**

**3. Describe the research that has been completed to insure that no other competition exists (nature of work to be completed, names of vendors contacted who are unable to perform service, etc.):**

**4. Have you requested an agency contract with the vendor at any time during the past twelve months? Yes ☐ No ☐ If yes, please explain the nature of the service and the amount agreed to be paid.**

Requester & Department

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

**Send completed form to the Purchasing Office.**

Purchasing Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_