



The University Corporation, San Francisco State  
1600 Holloway Avenue, ADM-361  
San Francisco, CA 94132

SOLE SOURCE JUSTIFICATION

This form must be completed when a request is made to make a non-competitive purchase of \$20,000 or more. Limiting bids to one brand or trade name must also be documented with this form. Reimbursements to SFSU are exempted from this UCorp policy. Sole source purchases of \$20,000 or more are considered approved when authorized by the Project Director, the Dean/AVP, UCorp's Executive Director, UCorp's Director of Administration and Finance, and UCorp's Programs Manager.

Vendor/Supplier/Contractor Name:

Date of Request:

Description of Commodity or Service:

Unique features or the product, brand, or service that are not available elsewhere:

Unique features that are required for this project:

Other brands that were evaluated and rejected, and why: (Explain if none)

Project Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, you certify that you have reviewed the statements above, and you agree that this request conforms to UCorp policy for a sole source purchase.

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Dean / AVP Date

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UCorp Executive Director Date

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UCorp Director, Administration & Finance Date

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UCorp Programs Manager Date