



**SOLE SOURCE  
PURCHASE REQUEST- Form 408**

Sole Source Procurement is an option only if a purchase requirement is reasonably available from a single supplier, or if it otherwise qualifies under Utah Administrative Code R33-3-4.

Attach this completed form to the purchase requisition when submitting a request for sole source purchase by purchase order.

School/Department Requesting Authorization:

\_\_\_\_\_  
Contact Person:

\_\_\_\_\_  
Item(s) to be Purchased:

\_\_\_\_\_  
Approximate Cost of Items:

\_\_\_\_\_  
Recommended Vendor or Contractor:

\_\_\_\_\_  
Contact Person:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Reason for Classification as a Sole Source (A sole source is determined by specific goods or services which are only available through one (1) vendor. Dell Computers cannot be considered a sole source because there are many companies that sell similar equipment. Companies that hold patent rights or other agreements may be considered sole source.)

\_\_\_\_\_  
Principal/Administrator

\_\_\_\_\_  
Purchasing Coordinator

*The Purchasing Department reserves the right to require the originator of this document and/or their supervisor to attend, along with the Purchasing Department, any audit which would occur concerning this procurement.*