



Loma Linda Veterans Association for Research

PO Box 1280, Redlands, CA 92373-0421
909.583.6250; 909.801.5190 Fax
purchasing@llvare.org

Sole Source Vendor Justification

LLVARE Requires vendor selection justification and price verification for orders over \$5,000 purchased with Federal Funds.
A Sole Source purchase may be made when there is clearly and legitimately a single source of supply. Please use this form to record information to justify the sole source request.

Authorized By _____ Date _____

Project Information

LLVARE Project _____ Purchase Order Number _____
P.I. Name _____ Requisition Number _____
Requested By _____ Order/Quote Number _____
Department _____

Vendor Information

Name _____
Address _____
City _____
State _____ Zip _____
Phone _____ Contact Name _____

Product Description (Describe unique characteristics or requirements of product)

Requesting Sole Source Vendor

I am requesting this purchase as a sole source because (check all that apply):

Vendor is a sole provider of a licensed or patented good or service

Match existing/compatible with my existing equipment

LLVARE Tag Number _____ Serial Number _____

As a replacement or repair part

As a component to be interfaced with the existing equipment

As an accessory or option

Continuity of research

Vendor is sole provider of factory-authorized warranty equipment

Maintenance is from the original equipment manufacture

After extensive search, the only vendor that meets all stated requirements

LLVARE office use only:	
Purchasing:	Mileage Verified:
AP:	
Scanned:	Approved: