

Items must be interchangeable or compatible with in-place items.

The cost of conversion, including but not limited to disruption, retraining and replacement precludes bidding competitively.

The product is to be used in an instructional setting and the intent is to provide instruction on the specific product or diversity of products.

7. Vendor must furnish a letter indicating that it is a sole source (and not sold through retailers or 3rd parties) and the letter must be signed by an authorized company representative.

Check here if letter is attached.

Authorized Approver:

Next level of authority (less than \$50,000)

Date: _____

Dean/Assistant Vice President (if \$50,000 or more)

Date: _____

Provost/Vice President (if \$250,000 or more)

Date: _____