



SOLE SOURCE PURCHASES

When a request is made for a non-competitive purchase and the specifications limit the bidding to one source and/or one brand or trade name, the ordering department will include a written justification containing the following information:

- A. The unique performance factors of the product specified.

- B. Why these factors are required.

- C. What other products have been evaluated, rejected, and why.

- D. Do you or any close relative of yours have a controlling proprietary interest in or other relationship with proposed vendor?

If the justification is not sufficient, requisition will be returned to the ordering department requesting additional information. Acceptance of a requisition for the purchase of a specified product indicates that the CPC Finance office is in agreement with the ordering department.

Should the CPC Finance office and the ordering department fail to agree that non-competitive purchase is justified; a meeting will be held between the Chief Financial Officer, the department head and division manager or dean. The Chief Financial Officer will be responsible for making the final decision regarding the non-competitive purchase.

Submitted by: _____ Date: _____

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