FAQ: Directed or Sole Source Justification Form

Q What is the Directed or Sole Source Justification Form?

A University policy number 05-02-16 requires competitive bidding for all purchases of goods or services greater than $5000 with the exception of directed or sole source purchases. University policy number 05-02-17 governs the use of directed or sole source purchases. University purchasers must use the Directed or Sole Source Justification form to request an exception to competitive bidding by stating the reasons a particular supplier is a directed or sole source.

Q Who can sign as an approver on the Directed or Sole Source Justification Form?

A Only deans, department directors and department chairs may sign as the approver on the Directed or Sole Source Justification Form.

While many people at the University consider the Directed or Sole Source Justification Form to be just another “purchasing form”, it is rather a document that is confirming the fact that the requester does not have any personal financial conflicts with the requested supplier. Only deans, department directors or department chairs would have this information and may sign as approvers on the Directed or Sole Source Justification form as they are the only individuals who will know the personal financial conflicts of faculty and staff and thus it is not an administrative duty and cannot be delegated. Thus associate deans, assistant chairs and others with similar titles may not sign as the approver on the Directed or Sole Source Justification Form. Also, only those directors who are the highest ranking individuals in their departments are considered “department directors”, for example, the Director of the Office of Research, Director of the Payroll Department or the Executive Director of the DLAR. Thus, an “administrative director” or “finance director”, for example, may not sign as a department director.

The approver must sign affirmatively recognizing and acknowledging 1) the financial conflict (and how it is being managed) or lack of in his or her area of responsibility and 2) that University business is being directed to a particular company. These items are important as conflicts of interest and competitive bidding are serious concerns for both the University and federal agencies.

Other Resources:

Frequently Asked Questions - General Purchases

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