

This form is to be completed for an item or service that **exceeds \$20,000 and is less than \$100,000** (GST inclusive) where competition is not practicable. Any items **above \$100,000** the Procurement Review Board (PRB) would expect an RFX process to be conducted. This form is not required for statutory government charges, accreditations, memberships or subscriptions to specialist organisations, endorsed suppliers (#) of the University or where a legal agreement or contract is in existence for the supply which has been endorsed by PRB. If in doubt about completion of this form, please contact the Procurement section on 34231.

Completion of this form does not constitute approval or that the proposed supplier will be selected.

Faculty/School/Division/Centre:	
Requestor's Name:	
Position:	
Phone No.:	
Proposed Supplier:	
Supplier Contact:	
Expected Cost:	
Description of Product/Service:	

I am aware that Charles Sturt University requires staff to procure all materials, equipment and supplies via competitive means wherever practicable. However, I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a sole /single source purchase. I have provided this information and any questions can be directed to my attention.

Requestor's signature:

Tick the box next to the conditions that apply and attach supporting information if applicable:

- Repair or maintenance parts are unavailable from sources other than the original equipment manufacturer or their designated service dealer.
- Upgrade to existing software – available from this software vendor who sells on a direct basis.
- Must match existing equipment.

Existing equipment: _____

Manufacturer/Model: _____

Age/Current Value: _____

Explain why the new product is the only one that will work with the existing item:

- Used, reconditioned or demonstration equipment available at lower than new cost. Show cost comparison and attach pricing information.

New cost \$ _____ Proposed cost \$ _____

- Sole supplier of a patented or licensed product.

- Sole provider of service/maintenance/product.
- Service/commodity is unique.
- Original works of art.
- Land and/or property.
- In the absence of any bids in response to a call for proposals or tenders made in accordance with University policy.
- Emergency – Where an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time by means of open procurement procedures. **NOTE: Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.**
- Other – please explain _____

Value for money supporting information

Detail the process used to attempt to locate additional vendors, e.g. internet search or consultation with other researchers/specialists within the field. Provide other vendors that supply similar but not identical equipment (please provide a quote to assist with price justification).

Endorsed **Not Endorsed**

Signature:		Name:	
Position:	Dean/Head of School/Exec. Director/Director	Date:	

Items between \$20,000 & \$100,000 (GST Exclusive)

Approved **Not Approved**

Signature:		Name:	
Position:	Band 6, Division of Finance	Date:	

Items over \$100,000 (GST Exclusive)

Approved **Not Approved**

Signature:		Name:	
Position:	Procurement Review Board	Date:	
Posted to Interact Date:		Results printed:	

Endorsed suppliers are those suppliers who have been subject to an approved open market competition process (e.g. RFT,RFQ, RFP) and approved by the University Procurement Review Board.