

Single-Source Orders

FIN-PUR-5.6



About This Policy

Effective Date:

02-18-1992

Last Updated:

06-30-2009

Responsible University Office:

University Procurement Services

Responsible University Administrator:

Vice President and Chief Financial Officer

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Scope

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Policy Statement

Orders placed with single-source pricing should be documented to indicate reasonableness of offer.

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Reason For Policy

In certain instances competitive pricing may not be available or appropriate.

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Procedure

Sole-source orders over \$25,000 must be presented to the Board of Trustees. Sole-source orders over \$5,000 must be documented.

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History

This policy was established on February 18, 1992.