

DO NOT USE THIS FORM FOR SOLE SOURCE PURCHASE JUSTIFICATION. THIS FORM IS ONLY FOR BRAND NAME SPECIFICATION JUSTIFICATION.



BUREAU OF ADMINISTRATION
REQUEST/JUSTIFICATION FOR BRAND NAME SPECIFICATION

REQUESTER NAME: _____ DATE: _____
DEPT/INSTITUTION: _____ PHONE NUMBER: _____
AGENCY/OFFICE _____
BRAND NAME SPECIFIED: _____ REQUISITION NUMBER: _____
TYPE OF SPECIFICATION REQUESTED _____

REASON FOR USING BRAND NAME OR EQUAL SPECIFICATION (CHECK ALL THAT APPLY)

- NO OTHER DESIGN OR PERFORMANCE SPECIFICATION OR QUALIFIED PRODUCTS LIST IS AVAILABLE
- TIME DOES NOT PERMIT THE PREPARATION OF ANOTHER FORM OF PURCHASE DESCRIPTION THAT DOES NOT USE A BRAND NAME
- THE NATURE OF THE PRODUCT OR THE AGENCY'S REQUIREMENTS MAKE THE USE OF BRAND NAME OR EQUAL SPECIFICATION SUITABLE
- USE OF A BRAND NAME OR EQUAL SPECIFICATION IS IN THE AGENCY'S BEST INTERESTS

REASON FOR USING BRAND NAME ONLY SPECIFICATION

- ONLY THE IDENTIFIED BRAND NAME ITEM(S) WILL MEET THE AGENCY'S NEEDS. MULTIPLE DISTRIBUTORS ARE AVAILABLE TO SUPPLY THE ITEM(S)

PROVIDE A CLEAR JUSTIFICATION FOR THE REASONS CHECKED ABOVE. IDENTIFY ALTERNATE BRAND NAMES/MODELS DETERMINED TO BE EQUIVALENT FOR BRAND NAME OR EQUAL SPECIFICATION:

APPROVED IF SIGNED BELOW:

SIGNATURE AND TITLE OF REQUESTER

PROCUREMENT DIRECTOR SIGNATURE

PROCUREMENT MANAGEMENT COMMENTS: (OPM USE ONLY)