



NORTHWEST MISSOURI STATE UNIVERSITY  
CAPITAL PROGRAMS  
**SOLE SOURCE  
SPECIFICATION JUSTIFICATION**

PROJECT NUMBER

DATE

**1. GENERAL INFORMATION**

PROJECT TITLE

DESIGNER FIRM NAME

PROJECT LOCATION

DESIGNER REPRESENTATIVE/REQUESTER

In accordance with State of Missouri statutes, the director, in their sole discretion, may with full documentation approve a recommendation from a project designer that a material, product or system within a specification for construction, renovation or repair work be designated by brand, trade name or individual mark, when it is determined to be in the best interest of the state. The specification may include a pre-established price for purchase of the material, product or system where required by the director.

**2. RECOMMENDED SOLE SOURCE ITEM**

**3. DESCRIPTION OF ITEM**

**4. ITEM MANUFACTURER**

**5. JUSTIFICATION FOR DESIGNATION OF SOLE SOURCE ITEM**

**6. WHY IS USE OF THIS ITEM INSTEAD OF A FUNCTIONAL EQUIVALENT IN THE BEST INTEREST OF NORTHWEST?**

**AUTHORIZING NAME**

**SIGNATURES**

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RECOMMEND APPROVAL

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RECOMMEND REJECTION

PRINT PROJECT MANAGER

SIGNATURE

DATE

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RECOMMEND APPROVAL

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REJECT

PRINT DIRECTOR OF CAPITAL PROGRAMS

SIGNATURE

DATE

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APPROVE

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REJECT

PRINT DIRECTOR OF PURCHASING

SIGNATURE

DATE