

Single and Sole Source Purchases

Single and sole source purchases and price contracts exceeding \$40,000 require justification. The responsible individual or department requesting the single or sole source shall complete the Single/Sole Source Justification Form and submit it to the Purchasing Division prior to the purchase. The Single/Sole Source Justification Form is located on the University forms page at <http://www.uky.edu/Purchasing/forms/ssapproval.pdf> .