



UNIVERSITY OF HOUSTON - VICTORIA

Date: _____

Subject: Section 2155.067 Letter for Restrictive or Proprietary, Sole Source Procurement for

(Acquisition Description)

From: _____

In accordance with the provision of Section 2155.067, Texas Government Code, the University has a need for specific goods or services that either preclude competing for equivalent products or services to be provided or must be provided by only one specific vendor. I certify to the best of my knowledge that the following information is true and correct and that neither I, nor my family members, will gain or receive any additional benefit from this suggested acquisition. I understand that all restricted purchases are reported annually in the University's Financial Report to UH System and State officials as required by law.

Good or Services Required:

Please describe the unique features or characteristics of the goods or services requested. Be specific.

Briefly explain why the unique features requested restrict this purchase to one manufacturer or vendor:

Please state the reason or reasons why competing goods or services with providers are not satisfactory:

Requestor's Signature

Printed Name

Department

Date

Cabinet-level Supervisor's
Signature

Printed Name

Department

Date

Approval Signature (Buyer,
Director of Business Services,
or Vice President for
Administration and Finance)

Printed Name

Department

Date

Comments:

Instructions:

This completed justification must be included with each requisition or contract that provides for restrictive, proprietary or sale source acquisition of goods or services with a total value of \$2,000 or more from State funds or \$15,000 or more from local funds. Attach additional pages if more space is needed.

For additional information, refer to Section 2.21 of the State of Texas Procurement Manual at <http://www.tbpc.state.tx.us/stpurch/prn/2-21.html>.