

FORT HAYS STATE UNIVERSITY STATE ACCOUNT PRIOR AUTHORIZATION

Definition of Sole Source: Sole Source Procurement is justified when there is only one good or service that can reasonably meet the need, and there is only one supplier who can provide the good or service. A requirement for a particular proprietary item (i.e., a brand name specific) does not justify Sole Source Procurement if there is more than one potential supplier/distributor/reseller for that good or service. Used equipment is considered a sole source purchase.

Exceptions: Membership Dues, Subscriptions and Speakers/Entertainers.

1. If a department feels the transaction meets the criteria for a sole source, complete a Workflow Apps **Prior Authorization Form** (\$10,000 or greater), select one of the following on the form:
 - Sole Source Commodities (Goods)
 - Professional/Consulting Services Sole Source (Services)
 - Other - Delegated Authority (Emergency purchases to be determined by the Purchasing Office)

NOTE: The Purchasing Office will contact the department if the Workday Extend **Prior Authorization Form** is approved or if a bid process must be completed prior to the purchase. In cases of reasonable doubt, competition will be solicited and the bid process will be completed.

Refer to [FHSU Training Library](#) for the purchase order forms and payment process:
[FLOWCHARTS-Procurement to Payment.pdf](#) or
[Purchasing Procedures and Workday Requisitions.pdf](#)

2. Purchasing will send the purchase order and/or contract to the supplier.

Contact the Purchasing Office at 4251 or 4463 with questions.