



### **Sole Source/Justification Request Form Update**

The [Sole Source/Justification Request Form](#), used in accordance with the [Quote and Bid Threshold Policy](#), has been updated. This is a required form for the purchase of goods and services \$10,000 and above if the department feels sole sourcing the good or service from a supplier meets the criteria set forth by the Procurement and Payment Services Office.

This form is available under Procurement and Payment Services within [Forms](#) on the Financial Affairs Website.

Please direct any questions regarding this form to [procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu).

### **Contact Information**

Procurement Services  
Room: Merica Hall 115  
Phone: (307) 766-5233

[procurement-card@uwyo.edu](mailto:procurement-card@uwyo.edu)