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I. **POLICY**

A. A Sole Source (Proprietary) purchase is justified only when equivalent product or service competition is not available. When the specification requirement limits consideration to one manufacturer, one product, or one service provider, a written justification must be provided and is subject to approval by the Lamar University (LU) Office of Procurement and Payment Services.

B. Justification and approval for a Sole Source (Proprietary) purchase is required by the University's Delegation of Authority Policy, the Office of Procurement and Payment Services or the Assistant Director of Procurement and Payment Services.

the President or another delegated authority unless these individuals are not available for an extended period of time.

IV. PROCEDURES

A.

## REVISION LOG

Revision Number	Date	Description of Changes
1	08/03/2021 08/11/2021	Version created (