Overview

This Job Aid will discuss how to make a purchase as a sole source using one of the following non-catalog forms from within SpearMart:

- **Non-Catalog Request - Sole Source** (for products or services)
- **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section)
- **Services Request - Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section)
- **Software Request** (for software - complete the Sole Source Section)

For specific details on what qualifies as sole source as well as Sole Source procedures, see [Sole Source Exemption](https://my.fsu.edu/).

Access SpearMart by navigating to [https://my.fsu.edu/](https://my.fsu.edu/) and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

Scroll to the bottom of the SpearMart Shopping Homepage and locate the Forms Widget as shown below.

Select the correct form depending on what product(s) or service(s) you are intending to purchase.

- For products and equipment use the **Non-Catalog Request – Sole Source**
- For Services click the applicable Services Request Form:
  - **Services Request - Fixed** (paying supplier a fixed $ amount - complete the Sole Source Section within the form)
  - **Services Request – Variable** (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section within the form)
- For Software click the **Software Request Form** (complete the Sole Source Section within the form)
After you have completed the first sections of any of the applicable forms outlined above, Answer all of the questions within the Sole Source Section.
Once back in the shopping cart, there are two choices. You can either assign the cart to your requester or proceed to checkout.

For more information on assigning or submitting carts, see the job aids titled, “Assigning Your Shopping Cart” or “Completing a Requisition”.