

# One Source Vendor Approval Form

This form must be completed by the employee requesting a purchase from the unapproved vendor. A minimum of three bid list vendors must be referenced to prove that an adequate attempt was made to find the product from an approved source or you must contact Sharon Fields from KPC by e-mail with a description of the product so she can do a vendor search to see if someone carries the product: [sharon.fields@kedc.org](mailto:sharon.fields@kedc.org). If an e-mail is sent, please attach the return e-mail from Ms. Fields.

Item Description	Vendor	Bid Vendors Referenced

I certify that I have completed due diligence to obtain product from an approved vendor.

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Signature

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Date

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District Finance Officer Signature

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Date