

Sole Source Justification Form

If a requester wants to utilize the sole source exception for the purchase of any item, this form must be completed in full. First, at least one of the allowable exceptions must be selected. Then the requester must explain in the justification section why the item/purchase meets the exception. All supporting documentation must be attached to and included in the request.

Date:

Purchase Order No:

Person and Department requesting exception:

Vendor Name:

Reason for exception: (check one)

Item is only available from a single source

Public exigency or emergency

Pass-through expressly authorized the purchase

Competitive solicitation was determined inadequate

Justification:

Signature of Superintendent (Required): _____