

# Sole Source Procurement Justification

## Procurement Department

### Purpose

Based upon the following determination, the proposed procurement action is being procured in accordance with Article 2, Source Selection and Contract Information of the District's Procurement Code Section DJ-R, 2-105.

Sole source procurements involve no competition and should be used only when necessary and justified to serve the district's needs.

### Instructions

- Step 1** The fund custodian must complete and forward the Justification for Sole Source Procurement form to the procurement director certifying there is only one source for the required supply, service, or construction item.
- Step 2** The fund custodian (or designee) must enter the purchase requisition into the computer system and type "Sole Source" on the first line of the description area.
- Step 3** The procurement director will forward the requisition form to the superintendent for approval.

Req. Number \_\_\_\_\_ Vendor name \_\_\_\_\_

Items and/or services fund custodian proposes to procure:

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The basis for the sole source determination is:

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\_\_\_\_\_  
Fund Custodian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Director's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's signature

\_\_\_\_\_  
Date

