

SOLE SOURCE PROCUREMENT APPROVAL REQUEST

All requests for sole source procurements in excess of \$5,000 must be approved by the President or the President's designee, as well as meet the criteria established under the Code of Virginia, § 2.2-4303.E. This form must be signed by the department head. In addition, the department head must: (1) assign an identifying number to the request, (2) attach a brief description of the good or service, and (3) attach the justification for the sole source request.

Department:

Requisition Number _____ Department _____

Signature and Date _____

Print Name of Department Head _____

Office of Procurement:

Submitted by Buyer for approval: _____ SS#: _____

Up to \$10,000 – Approval by Director of Procurement

Exceeds \$10,000 - Recommend approval (Forward to Vice President for Administration)

Recommend rejection (Return to department)

More information needed (Specify and return to department)

Signature and date _____

Print Name _____ Linda N. Orr _____

Vice President:

Approved

Rejected

Signature and date: _____

Anna B. Martin, Vice President for Administration