

Request for Sole / Single Source Procurement Form

In accordance with College Policy, competitive bids must be obtained for all purchases of goods or services in excess of \$25,000. This form must be completed and submitted for the appropriate

4. Describe the reason(s) for rejecting other products, services or suppliers:

Recommend for approval (Dept. Chair or Vice President: _____)

Date: _____

Recommend / Disapprove: (Vice President for Finance and Administration: _____)

Date: _____