

SOLE/SINGLE SOURCE JUSTIFICATION

Part/ Item/ Service Description: _____

Vendor Name: _____ **Requisition #** _____

**Provide sole/single source justification for item(s) or services listed above.
Justification may be made in accordance with Edmond Public Schools Policy.**

**Also include any additional information that assists in determine the validity of the sole/single source justification.*

- | | |
|---|---|
| <input type="checkbox"/> Only Manufacturer-approved source
<i>(Attach letter from manufacturer)</i> | <input type="checkbox"/> Competition attempted
<i>(Explain below in detail)</i> |
| <input type="checkbox"/> Proprietary/Patented Item
<i>(Attach letter from manufacturer)</i> | <input type="checkbox"/> Copyrighted Item
<i>(Attach letter from company)</i> |
| <input type="checkbox"/> Compatibility with existing equipment
<i>(Explain below in detail)</i> | <input type="checkbox"/> Other
<i>(Explain below in detail)</i> |

Explanation of sole/single source: _____

Competition may be possible, but this item is obtained without competition due to the following:

- | | |
|--|--|
| <input type="checkbox"/> Government/Federal Contract
<i>(Include copy of contract page or contract number, page, and vendor/item number)</i> | <input type="checkbox"/> Oklahoma State Contract
<i>(include copy of contract page or contract number, page, and vendor/item number)</i> |
|--|--|

Signatures/Authority

Originator/Budget Sponsor: _____ **Date:** _____