



Request for Sole Source or No Substitute Purchase Specification

LCSB-9830-1038
Revised 7/2014

To: Purchasing Director

From: School or Section _____

Name of Requestor _____

Title of Requestor _____

Vendor _____

Requisition # _____

Item Requested *(Check the applicable box):*

We request approval of ☐ "Sole Source" ☐ "No Substitute" for the following reasons:

☐ 1. Vendor is the exclusive distributor of commodity or sole provider of services being requested.

☐ 2. Vendor holds the production and copyrights to the commodity.

☐ 3. Compatibility with existing equipment, inventory, systems, programs or services is the overriding consideration.

☐ 4. Purchase of a used item that is immediately available.

☐ 5. Purchase of a particular product for a pilot program, trial or testing.

☐ 6. Vendor is the sole provider of the commodity or services for which the Board has established a “standard”.

☐ 7. Commodity or service is a continuation of a major project previously purchased.

☐ 8. Purchasing Director, in writing, determines use of a sole source to be in the best interest of the District based on unusual or compelling circumstances.

☐ 9. Other

Recommended by:

Site Administrator’s Signature

Date

☐ Approved

☐ Denied (*see reason below*)

☐ Insufficient support

☐ Insufficient demonstration of sole source

☐ Insufficient demonstration of “no substitution”

☐ Other _____

Purchasing Director

Date