

# Request for Sole Source or No Substitute Purchase Specification

LCSB-9830-1038  
Revised April 2024

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.

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

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

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

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

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☐ 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.

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☐ 9. Other

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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