

Williamsburg County School District
SOLE SOURCE JUSTIFICATION FORM

Vendor Name: _____
Date: _____ Requisition/PO # _____
Department/School: _____
Contact Person: _____
Cost: _____

SOLE SOURCE JUSTIFICATION
(PLACE AN (X) by YOUR SELECTION)

1. _____ Vendor is the original equipment manufacturer; there are no regional distributors.
2. _____ The equipment is not interchangeable with similar parts of another manufacturer.
3. _____ This is the only equipment that meets the specialized needs of the school/district and performs the intended function.
4. _____ Attached is detailed justification which establishes beyond doubt that the vendor is the only source practicably available to provide the item or service required.
5. _____ On State Contract. Attached is a detailed contract with statewide vendor information and contract/solicitation number. _____
6. _____ On a Partner's Contract. WCSD has a partner purchasing alliance agreement.
Name of Partner & #: _____

I recommend that competitive procurement be waived, and that the service or material on the attached Requisition/PO be purchased as a sole source.

Signed: _____
Principal/Director

Based on the above and attached documents, I have determined this to be a sole source with no other vendor practicably available.

Finance/Procurement Approval: _____ Date: _____