



Sole Source Procurement Approval Request

Non-Technology Goods and Services

All requests for non-technology sole source purchases must meet the criteria established under § 2.2-4303(E) of the Virginia Public Procurement Act. The agency head must sign this form. The Department of General Services/Division of Purchases and Supply (DGS/DPS) must review and approve all non-technology requests exceeding \$50,000 before issuance of any contract or purchase order. In addition, the agency must also (1) assign an identifying number to the request, (2) attach a brief description of the contract, and (3) attach the sole source justification in accordance with the instructions contained in Annex 8-C, Agency Procurement and Surplus Property Manual.

Agency Code _____ Request Number _____ Date _____

Agency Name _____

Agency Head Signature _____

Print Agency Head Name _____

Contact Person _____ Telephone Number _____

Total Amount of Sole Source \$ _____ Facsimile Number _____

Commodity Code _____ Description _____

Division of Purchases and Supply

- Approved
Disapproved
More information needed (specify and return to agency)

Signature _____ Date _____

Note: This form must be filed with the contract/purchase order. Agencies and institutions are delegated authority to make contract award after appropriate approval. (Purchase using noncompetitive negotiation.)

Fill in, print, and return to Materiel Management via Campus mail. DO NOT send this document electronically as it may contain personal information.