



Sole Source Procurement Approval Request

Technology Goods and Services

All requests for sole source purchases must meet the criteria established under the Virginia Public Procurement Act, § 2.2-4303(E). All sole source purchases that exceed \$5,000 up to \$50,000 must be approved in advance by the agency head or designee. The Virginia Information Technologies Agency/Supply Chain Management (VITA/SCM) must conduct ALL technology purchases and telecommunication products requests that exceed \$50,000 up to \$99,000, unless specifically delegated to the agency or institution. The Chief Information Officer must approve all purchases \$100,000 and over prior to the commencement of the procurement. The agency must also (1) assign an identifying number to the request, (2) attach a brief description of the contract, and (3) attach the justification for the sole source request.

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 _____

- Agency Recommended Approval
Agency Recommended Disapproval
More information needed (specify and return to end user)

Signature _____ Date _____

- VITA Approval
VITA Disapproval
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.