

# SOLE SOURCE PURCHASES

POLICY No.: **PP-060**

SUPERSEDES No.:

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## I. PURPOSE

To provide detailed instructions for requesting sole source purchase authorization.

## II. SCOPE

This procedure applies to all purchases recognized as a sole source purchase as defined in Division 3, Section P-130, Sole Source Purchases.

## III. GENERAL

All requests for Sole Source Purchases must be supported by the Sole Source Justification form and approved by the Purchasing Division. A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item #F0030.

Submission of the form is mandatory on the first request for purchase of material or services from a sole source. Upon acceptance by Purchasing, an approval number will be assigned for repetitive sole source purchases for the goods or services from the authorized sole source and the ordering department will receive a copy of the approved form with the assigned Sole Source number. Repeat orders of the same material or service must reference the original approval number in the description section of the purchase order (for example: "SS# 01). Purchasing may approve one time sole source purchases without the assignment of a sole source number.

Periodically, Purchasing may require renewed and updated justifications to keep the master approval files current. Departments are encouraged to request advance sole source authorizations by processing the Sole Source Justification form with supporting documentation prior to beginning the purchasing process. Advance authorizations can save considerable time and should be used whenever possible.

## IV. THE SOLE SOURCE JUSTIFICATION FORM

To expedite processing of sole source requests, the Sole Source Justification form must be completed properly.

1. The explanation must be complete and accurate.
2. The Department Head must sign the form.
3. To establish a vendor as a sole source, users must provide with the Sole Source Justification form a statement from the manufacturer (NOT THE DISTRIBUTOR) of the product identifying the requested sole source as the only source available to the Town of Collierville, Tennessee for the goods and services.