

## **CERTIFICATE OF SOLE SOURCE PROCUREMENT FOR:**

I, \_\_\_\_\_, \_\_\_\_\_,  
(Print Name) (Title)

Make the following statements justifying the need for “sole source” procurement of:

\_\_\_\_\_.

1. Statement of Fact:

- Describe the item(s) to be procured and its utility at the College.

2. Need for “sole source” procurement:

- State what market surveys have been conducted and the results of the survey. State name of vendors contacted and date of contact.

3. Price Reasonableness

- Describe the method used to determine that price is fair and Reasonable.

\_\_\_\_\_  
Signature of Requestor