

SOLE SOURCE

UNDER \$25,000

OVER \$25,000



Justification

Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS FORM 235-3
January 2010

Date Submitted ____/____/____ Requestor _____ Phone # _____-_____-_____

Requisition # _____ Department/Division _____

Item Description:

Suggested Vendor _____

Vendor's Address _____

Vendor's Phone # _____-_____-_____ Contact _____

Sole Source Justification (Why is this the only item/vendor that fulfills your need? Provide any supporting documentation.)

Comment and/or verify if other sources of supply will meet this need:

Vendors Contacted	Vendor's Phone Number
1.	
2.	
3.	

Attachments Yes No

Signature, Requesting Division Director ____/____/____
Date

Signature, Requesting Department Director ____/____/____
Date

Procurement Office Staff Review

Buyer Review:	Date:
Supervisor Review:	Date:

Procurement Sole Source Determination

The Procurement staff defers to the expertise of the Department/Division regarding the requirements of the attached specifications.

Approved **Denied**

Buyer Name ____/____/____
Date

Purchase Order #: _____ Amount of Purchase: \$ _____