



**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. All sole source purchases that exceed \$5,000 must be approved in advance by the agency head or designee.

Agency Code 214 Request Number \_\_\_\_\_ Date \_\_\_\_\_

Agency Name Longwood University

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 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 and Purchasing via campus mail. **DO NOT** send this document electronically as it may contain personal information.