



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 must be approved in advance by the agency head or designee.

Agency Code 00214 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 end user)**

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.