

## SOLE SOURCE PURCHASING REQUEST

Any procurement that is not handled in accordance with Purchasing Procedure 6.3.1 requires the written approval of the Secretary Treasurer or Director of Finance in advance of the purchase. The Secretary Treasurer is responsible for assessing the organizational risks (conflict of interest, media, financial, legal, public perception) that may result from a direct award of the contract.

***The completed form, and all supporting documentation, must be submitted to Purchasing Services, who will request the required approvals from the Secretary Treasurer or Director of Finance.***

### 1. Request for Policy/Procedure Exception:

<b>Date</b>	
<b>Total Value of Purchase (tax excluded)</b>	\$
<b>Vendor Name</b>	
<b>Brief Description of Item(s) or Service(s) Required</b>	
<b>Justification for Policy Exception</b>	

### 2. Conflict of Interest Disclosure:

The requestor must disclose any potential conflict of interest that may exist between SD75 and the recommended vendor, including SD75 employees or trustees who:

1. Are directly or indirectly employed by the vendor.
2. Are members of, or advisors to, the vendor Board of Directors.
3. May benefit directly or indirectly, financially or otherwise, as a result of this contract.
4. Have received gifts, including goods or services, from the vendor within the last 12 months.

#### Please Initial Appropriate Box:

I am not aware of any potential conflict of interest as described above.	<i>Please initial</i> <input style="width: 50px; height: 20px;" type="text"/>	I am aware of a potential conflict of interest and have attached an explanation.	<i>Please initial</i> <input style="width: 50px; height: 20px;" type="text"/>
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### 3. Request for Policy/Procedure Exception (Budget Manager – Principal / Department Manager):

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

### 4. Authorization for Policy/Procedure Exception (Secretary Treasurer or Director of Finance):

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	