

Sole Source Purchasing Form



Any procurement that is not handled in accordance with *Purchasing Administrative Procedure* 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:

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

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.	<small>Please initial</small> <input type="checkbox"/>	I am aware of a potential conflict of interest and have attached an explanation.	<small>Please initial</small> <input type="checkbox"/>
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3. Request for Policy/Procedure Exception (Budget Manager – Principal / Department Manager):

Signature	
Name	
Date	

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

Signature	
Name	
Date	