

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 6.2.5**

<b>Title:</b> Sole Source Purchasing Justification	
<b>Originated By:</b> Vice President of Business Services	
Signature	Date
<b>Reviewed:</b>	
Signature	Date
<b>Approved: July 1, 2011</b>	<b>Revised:</b>

**Policy Statement:** To establish policy and procedures for the acquisition of good and services on a sole source basis. Sole source is defined as a product or service that can only be purchased from a single source.

**Rational:** Sole source items are exempt from the formal bidding process. Determination that a sole source purchase is warranted requires justification and approval the President. Such determination must be made in writing and provide documentation and justification as to why no other source of goods or services could be obtained.

**Procedure:**

1. Requestor must complete a sole source justification form and submit to the supervising Vice President for approval. Documentation for price reasonableness must be attached.
2. Vice President will review the Sole Source Justification form and either approve or deny.
3. If approved by a Vice President, the President will review the Sole Source Justification form and either approve or deny.
4. If approved, requestor will submit an electronic purchase request following the standard procedure including selecting the appropriate online approval track.
5. Once approved via the online approval track, the purchase request will be converted into a purchase order by the purchasing department.
6. Requestor is responsible for submitting the Sole Source Justification form along with all supporting documentation to the purchasing department with the purchase order number indicated.
7. Purchasing department will attach Sole Source Justification form and documentation to purchase order to be maintained in purchasing files.