**JAMES MADISON UNIVERSITY**

**Sole Source Procurement Approval Request**

All requests for sole source purchases must meet the criteria established under Section 2.2-4303 of the *Code of Virginia*. The AVP for Business Services shall review and approve this form.

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| **University Code:** | 216 | **Project Number:** | 216-      | **Date:** |       |

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| --- | --- | --- | --- |
| **Contact Person:** | Click here to enter text. | **Telephone Number:** |       |

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| **Description of Proposed Procurement:** |
| Click here to enter text. |

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| --- |
| **Total Cost for Sole Source Item:** |
| Click here to enter text. |

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| **AVP Business Services Action:** |

[ ]  Approved

[ ]  Disapproved

[ ]  The following additional information is needed before a determination is made:

|  |  |
| --- | --- |
| **Print AVP Business Services:** | Click here to enter text. |
| **AVP Signature:** |  | **Date:** |  |

**Sole Source Procurement Approval Request**

**Four Point Justification**

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| 1. **Explain why this is the only product or service that can meet the needs of James Madison University.**
 |
| Click here to enter text. |
| 1. **Explain why this vendor is the only practicably available source from which to obtain this product or service.**
 |
| Click here to enter text. |
| 1. **Explain why the price is considered reasonable.**
 |
| Click here to enter text. |
| 1. **Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.**
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| Click here to enter text. |