

**Sole Source Website Posting Justification Form**

Requisition #: AS-034                      Date: 4/9/2015                      SS#: FY1415-007

Department: Assessors Office

This form must be completed by the requesting department along with the sole source justification form and the campaign disclosure form.

A sole source procurement is authorized when there is only one source practicably available for the goods or services required. The following data must be submitted when a department is requesting a sole source purchase:

Departmental Responsibilities:

1. Vendor Being Requested for Purchase:

APEX Software

2. Nature of Purchase:

Maintenance and software support

3. Amount of Purchase:

\$940.00

4. What will it be used for:

By the appraisal department in sketching of buildings for valuation.

5. Quantity Being Requested:

Four License Maintenance Renewal @ 235 each.

This information will be posted on the San Miguel County website for 30 days. If no responses are received we will proceed with original requisition.

Recommendation:

Approved:

\_\_\_\_\_/s/\_\_\_\_\_/1/15/2015\_\_\_\_\_  
Elected Official/Department Supervisor                      Date

\_\_\_\_\_/s/\_\_\_\_\_/1/20/15\_\_\_\_\_  
Finance Department                      Date

Approved:

\_\_\_\_\_/1/15/2015\_\_\_\_\_  
County Manager's Approval (\$5,000.00)                      Date

**FINANCE USE ONLY**

<b>Posting Begin Date:</b>	4/10/2015
<b>Posting End Date:</b>	5/10/2015