Sole Source Website Posting Justification Form

Requisition #: AS-036 **Date: 4/30/2015** **SS#:FY1415-008**

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:

J-MAR & Associates, Inc.

2. Nature of Purchase:

Renewal Maintenance Contract for OCE Copy Machine

3. Amount of Purchase:

$2,343.30

4. What will it be used for:

To make copies of maps and plats

5. Quantity Being Requested:

1- Maintenance Contract Renewal

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:

_____/s/_____4/16/2015_____
Elected Official/Department Supervisor Date

Approved:

_____/s/_____4/30/15
Finance Department Date

Approved:

_____n/a_____
County Manager's Approval ($5,000.00) Date

FINANCE USE ONLY	
Posting Begin Date:	5/1/2015
Posting End Date:	5/30/2015