



NEVADA COUNTY PURCHASING DIVISION

Please complete the following questions based on the Department making the purchase.

Date:

TO: Desiree Belding, CPPO, CPPB Deputy Purchasing Agent

FROM: _____
(Requestor and Department)

RE: **REQUEST FOR:** **SINGLE SOURCE, NO SUBSTITUTE**
 SOLE SOURCE

ITEM and/or SERVICES to included DESCRIPTION:

A request for a Single Source, No Substitute or Sole Source is required due to the following:

1. **Function, compatibility**
2. Chemical/Physical make-up
3. Must be identical because of (explain)
4. Exclusivity (proprietary- must include letter from Company that declares exclusivity)
5. Other: Explain: _____

Additional comments (Share your “Why”):

Department Manager, CFAO or Director: _____

Deputy Purchasing Agent: _____