

## Sole Source Website Posting Justification Form

Requisition #: AS-035

Date: 4/14/2015 (Rcvd 5/21/2015)

SS#: FY1415-009

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:

Marshalls & Swift

2. Nature of Purchase:

Maintenance and software support

3. Amount of Purchase:

\$1,809.95

4. What will it be used for:

By the appraisal department in valuation

5. Quantity Being Requested:

Commercial Agricultural Estimator

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/\_\_\_\_\_/4/14/2015\_\_\_\_\_  
Elected Official/Department Supervisor Date

\_\_\_\_\_/s/\_\_\_\_\_/5/21/2015\_\_\_\_\_  
Finance Department Date

Approved:

\_\_\_\_\_/n/a\_\_\_\_\_  
County Manager's Approval (\$5,000.00) Date

### FINANCE USE ONLY

Posting Begin Date:	05/22/2015
Posting End Date:	06/22/2015