



ANDERSON COUNTY GOVERNMENT

SOLE SOURCE & EXCLUSIVE RIGHTS AND LICENSE JUSTIFICATION FORM

SUBMIT WITH REQUISITION TO PURCHASING DEPARTMENT

DATE: _____

CHECK ONE:

- ☐ Sole Source – Product or service(s) is only available from a single vendor or supplier.
- ☐ Exclusive Rights & License – Vendor holds exclusive patents and/or license for this product. An Exclusive Rights letter with current date must accompany this request.
- ☐ Upgrade or renewal to an existing software system – Provide information regarding current software system.

Requisition Number: _____ Requisition Amount: \$ _____

Vendor Name: _____

Vendor Address: _____

Vendor Telephone #: _____

Requesting Department: _____

Requesting Official: _____

JUSTIFICATION FOR THE REQUEST

***What is the function of this product or service?
Why is it needed? What makes it unique?***

This information will be used to approve or deny the purchase. PLEASE BE SPECIFIC.

ATTACH MEMO IF ADDITIONAL SPACE IS NEEDED. Sole Source purchases that exceed the bid threshold will be noticed on vendor registry for 10 business days prior to purchase approval.

NOTE: We use the Google test to search for comparable products or services. If found, it is **NOT** considered a sole source product or service.