

MILLARD COUNTY PURCHASING WORKSHEET
for Sole Source Providers

M.C. Policies & Procedures
Section VIII

Procurements from sole source providers shall be exempt from the bidding/proposal provisions of this code. Procurements from sole source providers shall be approved by the Millard County Commission before the procurement is made. Written findings, on a form approved by the Millard County Auditor, shall be made by the Millard County Commission or by the elected official or department head to whom procurement authority has been delegated setting forth the efforts made to find additional sources and supporting the conclusion that there is only one reasonably available source for the procurement.

Section 1: Specifications of Item(s) to be Purchased

_____	_____
Name of person completing this form	Budget/Account #

Section 2: Articulate the reason that this vendor is a sole source provider. The response must be compelling in nature.

_____	_____	_____	_____
Vendor Name	Phone #	*Date	\$ Bid

Section 4: Authorization

In compliance with Millard County Policies and Procedures, Section VIII payment of the invoice will not be processed until this form is completed and signed by the appropriate elected official and received by the County Auditor's Office.

_____	_____
Signature of Commission Chair	Date