

Pasadena Independent School District Purchasing Sole Source Affidavit

Before me, the undersigned official, on this ____ day of _____, personally appeared a person known to me to be the person whose signature appears below, whom after being duty sworn upon his oath deposed and said:

1. My name is _____. I am over age of 18, have never been convicted of a crime and being competent to make the affidavit.

2. I am an authorized representative of the following company or firm:

3. The above named company or firm is the sole source of the following item(s), and no other Company or firm in the United States of America sells or distributes the product(s) listed below:

4. Competition in providing the above named item(s) or product is precluded by the existence of a patent, copyright, secret process, or monopoly.

5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one piece for the above named item(s) or Product(s) because of exclusive distribution or marketing rights.

Signature of Authorized Official

Title of Authorized Signature

Affidavit will be for two (2) years from date subscribed and sworn.

SUBSCRIBED AND SWORN to before on this _____ Day of _____

Notary Public Signature

(Seal)

Print Name: _____

My Commission Expires: _____

Company: _____

Address: _____

City, State, and Zip: _____

Telephone Number: _____ Fax: _____

Contact Person: _____

Approved by PISD Purchasing Department	Date

Completing Sole Source Affidavit for Pasadena ISD

1. Provide the form to the vendor so that the vendor can complete the form.
2. Make sure that the authorized company official signs the form.
3. Make sure that the signature of the company official is notarized.
4. Submit the form to the PISD Purchasing Department prior to processing the Purchasing Requisition or the Non-Standard Requisition. If the Purchasing Department approves the Sole Source Affidavit, a copy will be returned to you with the appropriate signature of approval. If there are any problems with the affidavit, the Purchasing Department will contact you.
5. If you are processing a Purchasing Requisition (RQ10), the Purchasing Department will match up the Sole Source Affidavit to the Purchasing Requisition and process the order.
6. If you are processing a Non-Standard Requisition, attach a copy of the approved Sole Source Affidavit to the Non-Standard Requisition and submit for approvals as required.
7. Please call the Purchasing Department for any questions.