**Sole Source Vendors**

Items may be purchased from a vendor when the vendor is the only vendor carrying a particular item. Items purchased in such a manner are called “sole source products”. Board policy CH (LEGAL) list the following sole source examples:

1. An item for which competition is precluded because of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

Vendors claiming sole source must complete a notarized sole source affidavit and submit it to the purchasing office. The form must be submitted to the purchasing department prior to the vendor’s addition to the Tyler ISD vendor list. Once approved, a requisition may be submitted and a purchase order created. Please include a “Sole Source” notation on the initial requisition. All future purchases from the vendor must be for sole source products as well.