

# Sole Source Request Form

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OVERVIEW



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*Pursuant to the expressed delegated authority provided under University Policy #1500, it is the responsibility of Procurement Services to review, approve, negotiate, and execute on behalf and in the best interest of Old Dominion University, all procurement related contracts. However, when appropriate and as necessary, Procurement Services may include the college or department in the final contract review and negotiation processes.*

**Department Recommendation:**

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**Approved:**

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