



# Competition Impractical Request

Please have department director sign & forward to Procurement or enter in Bonfire intake at [paradisevalleyaz.bonfirehub.com/intake/](http://paradisevalleyaz.bonfirehub.com/intake/)

*This form has been designed to assist the Procurement Authority to make a determination regarding the need for a single source purchase in accordance with the Town of Paradise Valley Purchasing Code. Prior to committing a Purchase Order for the product or service, the justification must be reviewed and approved.*

## IDENTIFYING INFORMATION: (Please fill in each field)

Requesting Department:

Brief Summary of the Services to be provided:

Requesting Employee Name:

Vendor Name:

Vendor Address:

Vendor Phone:

Terms:

Start Date:

Expiration Date:

Vendor Email:

Estimated Cost: \$

Funding Source(s):

Budgeted ☐ Yes ☐ No

Provide justification (use attachment if necessary and include any quotes or invoice) :

## To Be Completed by Procurement Authority

### APPROVAL

☐ Request Authorized Pursuant to Town Code

☐ Request Denied:

☐ Request Returned for Additional Information:

☐ See Comments:

Comments:

## REVIEWED AND APPROVED:

☐ Initiated By/Other:

Date:

☐ Department Director:

Date:

☐ Procurement:

Date:

☐ Finance:

Date: