

<b>Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111</b>	<b>Regulations: D-02-R1 Effective: 1/5/98</b>
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**PURCHASING FROM SOLE SUPPLIER**  
**(Tests and Books)**

The Price and Availability Form is to be utilized by responsibility center heads who are purchasing items that can be supplied by only one organization - a book or test publisher. This will reduce the time your purchase request is in Purchasing and enable you to receive your purchase in less time. The following steps are to be followed:

1. Send two copies to vendor or publisher who is the sole supplier of the item you desire to purchase - test(s) or books(s).
2. Attach both copies to purchase request and send to Purchasing.
3. Purchasing will write purchase orders and send to the vendor along with a claim blank.