



Asst. Supt. For Business & Operations Office
New Braunfels Independent School District

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RE: Sole Source Purchases

Dear NBISD Vendor:

It is our understanding that you are claiming sole source conditions as outlined in section 3.2.3.6. (Sole Source) of the Texas Education Agency's Financial Accounting Resource Guide.

The outline of the information required in that section can be found at the TEA website as follows:

www.tea.state.tx.us/school.finance/audit/resguide8/purchase/

In addition to the information above, you will be required to complete the attached **Sole Source Affidavit**. The affidavit is required to be on file with the District before any purchases will be allowed. Please forward the affidavit and other required information to the address noted above.

If you have any questions or need assistance, please feel free to contact me. Your cooperation and attention to this matter is appreciated.

Sincerely,

Randy Moczygemba

Enc: Sole Source Affidavit

/dec