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**For the Single Source/Sole Source, some Professors are also the department chair, so they have the signing authority to approve single source sole source form. Do I need to get approval from higher level such as Dean?**

Yes. Minimum of two signatures are required on the Single Source/Sole Source form before it's forwarded to Purchasing Services. If the requestor happens to be the same person as who has the signing authority to approve the Single Source/Sole Source, such as the department chair, a higher level approval is required.

**Category:**

- [Procurement/Payables](#) [1]

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**Source**

**URL:**<https://www.uoguelph.ca/finance/single-sourcesole-source-some-professors-are-also-department-chair-so-they-have-signing-authority>

**Links**

[1] <https://www.uoguelph.ca/finance/taxonomy/term/107>