

Date: _____

Casper College
Exception to Normal Purchasing Procedure

Reason for not obtaining competitive quotations(\$5,000 - \$25,000) or formal bids (over \$25,000) for materials and or services.

Please check the appropriate box and give details below.

- Sole Source Item:** Unable to find other materials and or services that meet specifications.
- Standardization:** Need to order the same manufacturer/style as previous orders to maintain consistency.
- Emergency order:** The urgent nature of the material and or service required did not allow time for the normal bid process
- Other:** Please give reason for exception.

Vendor Name: _____ PO # _____

Name: _____ Department: _____ Requisition # _____

Approvals: _____
Division Chair/Department Head

Director of Procurement

V.P. of Div. or Dept. (required over \$25,000)

V.P. Admin. Services (required over \$25,000)

Please send this form with your requisition to the Director of Procurement for approval.