

Date: _____



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 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 all time for the normal quote or bid process.
- ☐ **Other:** _____

Give detailed justification for your above answer below. If more room needed please attach to document (if this is not completed your exception will be denied):

Information:

Vendor Name: _____

Requisition: _____

PO#: _____

Requestors Name: _____

Department: _____

Approval Signatures:

Division Chair/Department Head _____

Dir. Of Procurement: _____

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

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

*** Please send this form completely filled out with all required signatures, along with your completed requisition to the Procurement office for approval. ***