

[University Policy 3356-3-01 Purchasing section 8\(c\)](#) - When justified, the Director of Procurement Services has the authority to waive competitive bidding for departments seeking to purchase or lease any equipment, materials, supplies or services when the cost is \$50,000 or greater. The basis for granting Waivers of Competitive Bidding are listed below. Check the applicable category and provide written justification for each request. **If required, attach documentation from supplier.** The Financial Manager must approve Request for Waiver either electronically or by signature. Completed Request for Waiver must be reviewed by Procurement Services and approved by the Director of Procurement Services (or the Vice President for Finance and Business Operations, or designee in the event of denial by the Director of Procurement Services) **prior to the purchase or work being performed.**

SOLE SOURCE: Indicates there is not another supplier that provides the required goods or services. **Sole Source requests MUST include a statement from the supplier on company letterhead indicating that the goods/services are only manufactured/supplied by their company and the quoted price is certified to be equal to (or less than) the pricing given to supplier's most favored customers or other government agencies.**

EMERGENCY: The goods or services are needed to correct or prevent an immediate health, environmental or safety hazard; special or time sensitive events; and/or emergency repair as determined by the Director of Procurement Services. Attach documentation and/or complete box below.

ECONOMIC: When the University Division or Department already possesses equipment or other goods and services from an existing supplier wherein it would create additional cost to change suppliers, such documentation should accompany this waiver request.

Sole Source

Emergency

Economic

Reason:

Requisition Date:	Requisitioning Department:
Supplier:	Banner FOAP:
Requisition Number:	Cost:
Financial Manager Name: Please type/print	Financial Manager Signature: