Request for Waiver of Competitive Bidding

The University requires goods and services in excess of $10,000 to be competitively bid. Preferably, this form should be completed and forwarded with a Department’s requisition. At times when this form cannot accompany the requisition, it is important that the requisitioner return the form to the Office of Purchasing as quickly as possible.

Please check reason for waiver request appropriately:

- [ ] Three sources not commercially available
- [ ] Alternative providers cannot meet the required product or service specification
- [ ] Emergency need not allowing time for bidding
- [ ] Preexisting contract can be used cost effectively

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<tr>
<th>Product or Service:</th>
<th>Cost:</th>
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<tr>
<th>Requested Vendor Provider:</th>
<th>Requisition # if known:</th>
<th>Department Name:</th>
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Detailed Justification Description:

Attached Support Documentations (if applicable)

Approvals:

Requestor Name: ___________________________ Date: ___________________ 

Signature

Department Head/Chair: _________________________ Date: ___________________ 

Signature

Vice President: _______________________________ Date: ___________________ 

Signature

Director/Associate Director of Purchasing: _______________________ Date: ___________________ 

Signature