ARIZONA STATE UNIVERSITY

REQUEST FOR WAIVER OF BIDDING REQUIREMENTS

All purchases of supplies, materials, equipment, risk management services, insurance and contractual services made by a University, having an estimated cost in excess of Twenty Five Thousand Dollars per transaction shall be based on sealed, competitive bids.

"...a university president or his designee may make or authorize others to make emergency procurements if there exists a threat to public health, welfare or safety, or if a situation exists which makes compliance with Subsection B (Competitive Sealed Bidding) or Subsection C (Competitive Sealed Proposals) impracticable, unnecessary or contrary to the public interest, except that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file." (Excerpt from the Arizona Board of Regents' University Procurement Code, 3-803 D. 3.)

DATE: REQUISITION NO.:

REQUESTING UNIT:

DESCRIBE THE CIRCUMSTANCES OR NEED FOR WAIVER:

DESCRIBE THE IMPACT ON THE UNIVERSITY OF NOT GRANTING WAIVER:

DEPARTMENT HEAD APPROVAL ____________________________ DATE

(SIGNATURE) ____________________________

Print Name: ____________________________

VICE PRESIDENT'S APPROVAL ____________________________ DATE

(SIGNATURE) ____________________________

Print Name: ____________________________

Note: The President has designated only the Provost and Vice Presidents to approve Bid Waivers.