

APPROVAL TO ISSUE PURCHASE ORDER

All purchases made by a University, having an estimated cost in excess of Fifty Thousand Dollars (\$50,000) 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.) **Note:** The President has designated only the Provost and Vice Presidents to approve Bid Waivers.

DATE: _____ REQUISITION NO.: _____

REQUESTING UNIT: _____

Name of: vendor, contractor, consultant

DESCRIBE THE CIRCUMSTANCES OR NEED THAT PRECLUDED NORMAL PUBLIC COMPETITIVE BIDS:

EXPLAIN HOW THE VENDOR, CONTRACTOR, CONSULTANT SOLVED THE PROBLEM:

LIST ANY OTHER VENDORS THAT WERE CONSIDERED, AND STATE WHY THEY WERE NOT USED:

STATE WHY THIS VENDOR WAS SELECTED:

ATTACH COPIES OF ALL CORRESPONDENCE, CONTRACTS, ETC. RELATED TO THIS PURCHASE:

Reviews and approvals are on the next page.

DEPARTMENT HEAD APPROVAL:

Comments:

(Signature)

Date

Print Name

PURCHASING: CONCURE DO NOT CONCUR

Comments:

(Signature)

Date

Print Name

GENERAL COUNSEL:

Comments:

(Signature)

Date

Print Name

VICE PRESIDENT'S APPROVAL:

(Signature)

Date

Print Name