

## Bid Waiver Selection Form

*This form is to be used to document the acquisition of goods and services greater than the public bid limit of \$28,300 unless procured from a university or state contract all in accordance with Procurement Policies and Procedures. Submit this form along with all documentation to Procurement Services, 855 Valley Road, Suite 112.*

<b>Date:</b>		
<b>Requested by:</b>		
<b>Department:</b>		
<b>Background</b>		
<b>Range of Quoted Prices:</b>		
<b>Sourcing Strategy Utilized:</b>		
<b>References Checked:</b>		
[Name]	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
[Name]	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
[Name]	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
<b>Supplier Selected:</b>		
<b>Amount:</b>		
<b>Reasons for Selection:</b>		
<b>Explanation (attach additional information as necessary):</b>		

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**APPROVALS**


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**SIGNATURE:** \_\_\_\_\_  
Requester Date

**SIGNATURE:** \_\_\_\_\_  
Fiscal Agent (if different than above) Date

**SIGNATURE:** \_\_\_\_\_  
VP/Dean Date

<b>To Be Completed by Procurement Services:</b>		
Request/Explanation has been reviewed and complies with state and university policies for waiver of advertising:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Applicable Waiver Category:</b>		
<b>Pricing Review:</b>		
<input type="checkbox"/> Proposal Received	<input type="checkbox"/> Comparison of similar products	
<input type="checkbox"/> Market Research	<input type="checkbox"/> Comparison with independent estimate	
<input type="checkbox"/> Current Price List	<input type="checkbox"/> Other	
<b>Procurement Approval:</b>		
<b>Date:</b>		