



UNIVERSITY OF AKRON

Department of Purchasing

100 Lincoln Street, Akron, Ohio 44325-9001

purchasing@uakron.edu

Request for Waiver of Competitive Bidding

All purchases of more than \$500,000 shall not be waived from competitive bidding under any circumstances. These purchases must be approved by the Board of Trustees before a purchase is made.

Is your purchase over \$500,000? Yes No

All purchases of a service over \$100,000, and materials over \$75,000 must be competitively bid (Rule 3359-3-07).

Is your service purchase over \$100,000? Yes No

Is your material purchase over \$75,000? Yes No

Exceptions to the Rule

Exceptional circumstances include emergencies, temporary professional or technical services, sole source, etc.

Is the supplier/product/service identified by name in a grant or contract? Yes No

Does your purchase meet any exceptional circumstances? Yes No

Sole Source Justification (check all that apply):

Must match existing equipment

No other known item meets specifications

Only known manufacturer

Only known distributor

Only source for service

Date:

Total Cost:

Requestor Name:

Department Head Approval Signature:

Date:

Director of Purchasing Signature:

Date:

General Counsel Initials:

Exception to the Rule Detail Page

Provide grant documentation or describe exceptional circumstances: