



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION

PAGE
E2-140.1

SUBJECT

PURCHASING

SUB-TOPIC

EXCEPTIONS TO NORMAL BIDDING PROCEDURES

The Purchasing Department will follow existing bid guidelines at all times unless one of the following conditions exists:

1. **Emergency Purchase:** If an emergency exists and the following normal procedures would be injurious to the University, the requisitioner shall provide the following:
 - a. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.
 - b. State the financial loss or operational damage that will occur if needs are not satisfied immediately.
 - c. State why the needs were or could not be anticipated.

2. **Sole Source or Proprietary Justification:** When equipment, supplies or services are available from only one supplier or manufacturer thereby negating the opportunity for competitive bidding, the requisitioner shall provide an explanation of the need for the proprietary specification and/or condition of purchase. This may be satisfied by completing the form entitled Justification of Sole Source Purchases Questionnaire (Exhibit E4). List the unique characteristic of the product/service and explain why competing products/suppliers are not satisfactory.