

REQUEST FOR EXEMPTION FORM

Per Board Policy 6320, competition is favored even though a law may allow an exemption. Exempt procurements that exceed fifty thousand dollars (\$50,000.00) shall be subject to the competitive process whenever possible, unless otherwise approved in writing by the Purchasing Director. Such exemptions shall be submitted in writing and include a detailed justification for the exemption.

School or Department: _____

Name of Requestor: _____

Vendor/Contractor: _____

Estimated Amount of Request: _____

1. Explain in detail the nature of product or services to be provided:

2. Explain in detail why it is not practical or not advantageous for the district to procure by competitive means:

3. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor:

Recommended by:

Site Administrator's Signature

Date

For Purchasing Department Use Only: Approved Denied

Comments:

Purchasing Director

Date