



# Exception to Corporation Procurement Policy and Procedures of multiple bid or quote requirements

*Subject to Approval*

## INSTRUCTIONS:

This form is to request a sole source or other similar type exception to Procurement Policy, §V. Purchasing Requirements by Cost, which requires multiple quotes and/or formal bids for services and/or purchases \$10,001 and over. This form is to be submitted and approved prior to the purchase and/or service.

Description of purchase/service: \_\_\_\_\_

*(Describe the purchase/services you are requesting an exception for)*

Date: \_\_\_\_\_

Requesting Department: \_\_\_\_\_

Requestor: \_\_\_\_\_

Email: \_\_\_\_\_

Ph. No.: \_\_\_\_\_

## Justification Statement for Exception:

*(For grant related purchases, please provide supporting documentation (such as the grant agreement or grant budget) where a specific vendor has been named and approved by the funding sponsor).*

Department Approving Official *(authorized signer of fund)*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Purchasing exception requests email to:  
clynch@csumb.edu

Services exception requests email to:  
nayala@csumb.edu

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### *For Corporation Use Only*

Approved:      Yes:      No:

*If not, state reason for denial:*

\_\_\_\_\_  
Executive Director Signature or designee

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_