

# WAIVER OF BID REQUEST

REQUESTING DEPARTMENT:	LOCATION:
ORIGINATING COST CENTER:	GRANT COST CENTER (IF APPLICABLE):

Pursuant to Community College Rules 6A-14.0734 and College Policy 6Hx2.6.34, the following acquisition in the amount of \$ \_\_\_\_\_ is exempt from the competitive solicitation requirement as documented herein.

Description of goods or services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Exempt Item Categories (check all applicable):

- Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings (or similar audio-visual materials), computer-based instructional software.
- Library books, reference books, periodicals, and other library materials and supplies.
- Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or a non-profit buying cooperative.  
Contract source and identification number: \_\_\_\_\_
- Food
- Service or commodities available from a single or sole source.
- Professional services, including but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
- Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
- Single or sole source procurements for purposes of economy or efficiency in standardization of materials and equipment.
- Items for resale.

Purpose of Acquisition of Material (s) and/or Service(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED.**

REQUESTOR NAME (PRINT):	REQUESTOR TITLE:
REQUESTOR SIGNATURE:	DATE:

**PROCUREMENT**

PROCUREMENT DIRECTOR OR AVP (PRINT):	PROCUREMENT TITLE:
PROCUREMENT SIGNATURE:	DATE: