

**THE OHIO STATE UNIVERSITY - PURCHASING DEPARTMENT  
REQUEST FOR WAIVER OF COMPETITIVE BIDDING**

Pursuant to the purchasing policy adopted by the Board of Trustees on December 7, 2007, the Director of Purchasing is authorized to purchase goods and service without competitive bidding when justified. A Request for Waiver of Competitive Bidding form must accompany a requisition when colleges or vice presidential areas are seeking to purchase goods and / or services in excess of the bid limits without engaging in a competitive bid process. Bid limits are \$25,000 for goods and \$50,000 for services. These limits are supplier specific and applied to each org / fund combination on a fiscal year basis. Purchases from eStores, consortia agreements or university-wide contracts are excluded from this provision. (See [ibuy.osu.edu](http://ibuy.osu.edu) for a list of these suppliers.)

Rationale for granting waiver of competitive bidding (Please check the applicable box that explains the rationale for the requested waiver.)	
<input type="checkbox"/> <b>SOLE SOURCE</b>	A Sole Source justification exists if the goods or services required to satisfy the University's needs are only available from one supplier. <b><u>Sole Source requests must include a statement from the supplier certifying that their quoted price is equal to or less than that given to its most favored customers or other governmental agencies.</u></b>
<input type="checkbox"/> <b>EMERGENCY</b>	An Emergency justification may exist if the goods or services are required to: <ul style="list-style-type: none"> <li>• Correct or prevent an emergency health, environmental or safety hazard; and/or,</li> <li>• Provide for the completion of special or time sensitive events; and/or,</li> <li>• Enable the emergency repair or emergency replacement of existing equipment essential for daily operations.</li> </ul>
<input type="checkbox"/> <b>ECONOMIC</b>	An economic justification relieves the University of additional expenses that would result from NOT making the purchase; use of another supplier would result in incompatibility with existing conditions; and/or require considerable training, time and money; the goods or services are being used in ongoing long-term projects.

<input type="checkbox"/> <b>New Waiver (PO not previously issued)</b>	
Vendor Name:	_____
Describe Good or Service:	_____
Org # / Fund #:	_____
Req # and Date:	_____
Waiver Amount:	\$ _____
<b>Initiator</b>	
Signature:	_____
Print Name:	_____
Date:	_____
<b>Chair/Admin</b>	
Signature:	_____
Print Name:	_____
Date:	_____

<input type="checkbox"/> <b>Addendum to Waiver (PO previously issued)</b>	
Addn Req # and Date:	_____
Orig PO # and Date:	_____
Original Waiver Amount:	\$ _____
Addn Waiver Amount:	\$ _____
New Waiver Addn Total:	\$ _____
<b>Initiator</b>	
Signature:	_____
Print Name:	_____
Date:	_____
<b>Chair/Admin</b>	
Signature:	_____
Print Name:	_____
Date:	_____

For Business Operations Use Only	
Received From Department Date: _____	Comments: _____
Received From Purchasing Date: _____	Comments: _____
<b>Purchasing Department Approver</b>	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Signature: _____	Date: _____
<b>Office of Business and Finance Approver</b>	<input type="checkbox"/> Request Approved <input type="checkbox"/> Disapproved
Signature: _____	Date: _____
Waiver No.: _____	
Comments: _____	