



## Exemption from Utilizing State Contract Request

The State Procurement Act allows institutions of Higher Education to use non-contracted vendors when the property to be acquired may be procured at equal or less expense. Documentation of the “equal or less expense” is required for each transaction. Exemptions from utilizing a state contract will be granted in accordance with 4.111 Purchasing Policy and the Purchasing Procedures Manual (<https://www.lcsc.edu/purchasing>).

For a proposed purchase of \$20,000 or more, complete this form electronically and submit to Purchasing via email at [Purch@lcsc.edu](mailto:Purch@lcsc.edu). For purchases of less than \$20,000, refer to the Purchasing Procedures Manual for directions.

### 1. Required Documentation – Include all items listed below:

<input type="checkbox"/>	Quote from State Contract supplier.
<input type="checkbox"/>	Quote from proposed supplier.
<input type="checkbox"/>	Comparison documentation detailing the description, quantity and cost from the state contract supplier vs. the proposed supplier. Include details on shipping, handling, and any other applicable fees.
<input type="checkbox"/>	Warranty information, if applicable.

### 2. Justification – Provide detailed information to justify the exemption request



### 3. Requester Signature

I certify that the above information is complete and accurate to the best of my knowledge.

Requester Name:

Signature:

Department:

### 4. Purchasing Review

Bid Exemption Approved

Bid Exemption Not Approved

Notes, if applicable:

Signature:

### 5. Vice President for Finance and Administration Approval

Bid Exemption Approved

Bid Exemption Not Approved

Notes, if applicable:

Signature: