

SPECIAL CIRCUMSTANCES APPROVAL FORM

Form SC-1, 7/93

This form must be completed and submitted in duplicate with a P-1 when requesting authority to purchase under any of the following special circumstances: Emergency Purchase, Sole-Source Purchase, Purchase for Research, Exemption from State Contract.

Agency Submitting Request: College of Science and Technology - Gulf Coast Research Laboratory

Agency Number: 443 P-1 Request Number _____ Date: _____

Type of Special Circumstance:

_____ Emergency Purchase

_____ Purchase for Research

_____ Sole Source

_____ Exemption from State Contract

PLEASE NOTE THAT SOLE-SOURCE PURCHASES, PURCHASES FOR RESEARCH AND EXEMPTIONS FROM STATE CONTRACT PURCHASES REQUIRE PRIOR APPROVAL. REQUESTS FOR APPROVAL OF EMERGENCY PURCHASES MAY BE MADE AFTER THE PURCHASE HAS BEEN MADE.

JUSTIFICATION

Please submit a justification in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. The justification can be typed on the back of this form or submitted in duplicate on an attached sheet. Consider the following questions when preparing the justification:

Emergency Does it fall under the definition of an emergency set forth in Section 31-7-1 (i) ?
 What happened to cause the emergency?
 What would be the negative consequences of following normal purchasing procedures?

Sole Source Do other companies make similar commodities that will do the same job or meet the same goals?
 How is this item unique from all others?
 What can this item do that the others can't?
 Is there a copyright or patent on the commodity?
 Is this item available from other distributors?

Research What does the item do?
 How will this purchase or failure to make this purchase have an impact on the research?

Exemption from State Contract What is the state contract price for a comparable item?
 How much money will be saved if this exemption is approved?
 Is the quality level equal to or better than that on contract?
 What are the transportation costs?
 Have all applicable costs been included in the evaluation?

JUSTIFICATION

Attach an additional page if needed. Remember to submit two copies of all application attachments.

CERTIFICATIONS

As per Section 31-7-13 (j), the certification for an emergency purchase must be signed by the executive head of the requesting agency. Other certifications should be signed by the individual responsible for the justification.

- a. EMERGENCY PURCHASE. "This is to certify that an extreme emergency existed to such an extent that delay incident to obtaining competitive quotations would have resulted in loss an/or harm to the agency."

Signed

- b. SOLE-SOURCE PURCHASE. "This is to certify that this purchase covers a commodity which is available from one source only and neither comparative nor competitive quotations can be obtained."

Signed

- c. RESEARCH. "This is to certify that the items requested herein are for research only and to use any item other than that which is specifically requested could have a detrimental effect on the project."

Signed

- d. EXEMPTION FROM STATE CONTRACT.

Signed

One copy of this form and applicable attachments will be maintained in the Office of Purchasing and Travel P-1 file with the applicable P-1 form. The second copy of this form and applicable attachments will be maintained in the office of Purchasing and Travel Agency Exception file.