

SPECIAL CIRCUMSTANCES APPROVAL FORM

This form must be completed and submitted requesting authority to purchase under any of the following special circumstances: sole-source purchase, purchase for research, exemption from state contract.

Agency Submitting Request: Gulf Coast Research Laboratory Date: _____

Type of Special Circumstance:
_____ Sole Source _____ Purchase for Research _____ Exemption from State Contract

Please submit a justification in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forgo the normal purchasing procedure. The justification should be typed on department letterhead in letter form using the following questions.

SOLE SOURCE:

- Do other companies make similar commodities that will do the same job or meet the same goals?
- How is the 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? IMPORTANT!**

RESEARCH:

- If the item is used for research, consider additional questions:
- 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 state contract?
- What are the transportation costs?
- Have all applicable costs been included in the evaluation?

CERTIFICATIONS

- A. Sole Source: "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."

SIGNATURE: _____

- B. 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."

SIGNATURE: _____

- C. Exemption from State Contract:

SIGNATURE: _____