



# PROCUREMENT

*The UNIVERSITY of OKLAHOMA*

## Request for Procurement Exception

Due to the reasons set forth below, the Department seeks a one-time exception to University procurement processing policies. This exception does exempt the Department from approval and reporting requirements under any University policy and no such exception can be granted. Because this Form is a public record and open to public inspection, the undersigned must certify that all facts and information are, to the best of their knowledge, true and accurate, and it is being made in good faith and not to unlawfully circumvent any University policy.

<b>Business Unit/Department:</b>		
<b>Address (Street, City, Zip):</b>		
	<b>Requestor Name:</b>	
	<b>Requestor Email:</b>	
	<b>Requestor Tele:</b>	
	<b>Requisition No.:</b>	
<p><b>Justification.</b> Please provide specific details and documentation justifying the bases for the exception request, including what procurement policies or requirements (formal competition, number of quotes, purchasing hierarchy, <i>etc.</i>), mitigating factors, the potential for irreparable injury or loss, and steps taken to comply with University procurement policies.</p>		
<p>The undersigned Requestor and Department Head certify (i) all facts and information are, to the best of their knowledge, true and accurate, and (ii) this request for exception is made in good faith and not to unlawfully circumvent any University policy.</p>		
<b>Requestor Signature:</b>		
<b>Department Head Signature:</b>		
<b>Approved:</b>		<b>Approver Signature:</b>