

EXCEPTION REQUEST
DIRECT PURCHASE AUTHORITY

Procuring Agency:

Date:

Division (if applicable):

Requisition No.:

Personal Property to be Provided:

Authority Requested Due To:

- Unique nature of the personal property
- The price in connection with the personal property
- The quantity to be purchased
- The location of the state agency
- The time of the use of the personal property
- Other circumstance

Does a Statewide Contract exist currently for this type of personal property? Yes No

(If yes, attach a copy of the approved Exception Request - Statewide Use Form)

Explain why it is in the best interests of the State of Nebraska to purchase or contract direct for the above personal property without competitively bidding as opposed to competitively bidding through Materiel Division (attach additional pages as needed):

By signing below, the procuring agency certifies the information provided is complete and accurate to the best of the procuring agency's knowledge. The procuring agency is solely responsible for the information provided to the Materiel Division and the Department of Administrative Services and understands that the approval or denial of the request is based on the sole reliance of the information and process as represented by the procuring agency.

The procuring agency acknowledges that any authority granted is revocable and is only operative until the date noted below, after such time the agency would be required to submit a new request.

Signature of Procuring Agency

Title: