

**Exception Request
Direct Purchase Authority**

Procuring Agency:

Date:

Personal Property/Good to be provided?

Description:

Does the personal property/good contain IT?

Yes No

Funding: (Indicate Percentage)

Federal	%	Estimated Dollar Amount of	
State	%	Contract or Purchase Order:	\$

Authority Requested Due To: (check all that apply)

- Unique nature of the personal property/good
- The price in connection with the personal property/good
- The quantity to be purchased
- The location of the state agency
- The time of the use of the personal property/good
- Other circumstance, explain below:

Does a Statewide Contract exist currently for this type of personal property/good?

Yes No **Contract #**

If yes, explain why not using the Statewide contract would be in the best interest of the State.

**Explain why it is in the best interests of the State 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 is asserting that the information on this page and on any accompanying material, including the information provided on the justification form 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 understands and acknowledges that the Materiel Division will rely on this information to consider/process this request.

Signature of Procuring Agency:

Title: