

UNIVERSITY OF MINNESOTA

EXCEPTIONS TO REGENTS' PURCHASING POLICY REFERENCE SHEET

Form Purpose:

The Exception to Regents Purchasing Policy form is completed by departments. This form documents a request to purchase through an exception process. The form is required for purchases which are over the bid threshold (\$10,000) and where there is sufficient justification available for Purchasing Services to waive the Regent's requirement for a competitive bid process.

Before completing the form, it is recommended that the department discuss the request with the buyer in Purchasing Services

Routing/Comments:

The department completes the Exception to Regents Purchasing Policy form and attaches it to a Requisition (RX). Include a copy of the vendor's quote.

Fax the completed Exception to Regents Purchasing Policy form, the signed RX form and the vendor's quote to (612-626-0366) or mail to Purchasing Services, 560 WBOB. If sponsored funds are used, forward the requisition and the Exception to Regents Purchasing Policy form to Certified Approver.

If the buyer approves the request for an Exception, the requisition and the Exception to Regents Purchasing Policy form are routed to the Director of Purchasing Services for final approval. Controller must approve those over \$100,000.

If the Exception to Regents Purchasing Policy request is over \$250,000, the Board of Regents must approve BEFORE the order may be issued.

A purchase order may be issued to the vendor once all approvals are applied.

If any of the approvers do not approve the Exception to Regents Purchasing Policy request, the requisition (RX) form may be used to begin the competitive bid process.