

Bid Waiver/Prior Purchase Form

In accordance with Suny Orange's procurement policy and procedures, any expense over \$5,000 for the financial calendar year must have at least 3 bids. If bids are not obtained, fill out the bid waiver form with a written explanation. In addition, Suny's policy requires a purchase order to be in place prior to purchase.

PLEASE COMPLETE ALL INFORMATION

Description of Item to be purchased

Proposed Cost: \$ _____

Supplier/Vendor Name _____

Contact Name _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Phone _____

Please explain in detail why an item was purchased prior to a purchase order in place or why competitive bids were not obtained (attach any supporting documents.

Requested By: (Sign & Print) _____

Approved by:

Department Head/Budget Manager _____ Date _____

Controller: _____ Date _____