



PURCHASING SERVICES

Request for Exemption from Utilizing Open (State) Contract
(Purchasing Request Estimate is \$10,000.00 or Greater)

To: Idaho State University – Vice President/Finance & Business Affairs – Jennifer Steele

From: \_\_\_\_\_ Department: \_\_\_\_\_

Request for the purchase of: \_\_\_\_\_

Open Contract Supplier: \_\_\_\_\_

Proposed Supplier: \_\_\_\_\_

Idaho Code 67-9225 Procurement by state institutions of higher education. (2) When the state enters into an open contract, no state institution of higher education shall fail to use such contract; provided however, that if the property to be acquired may be procured at equal or less expense to the institution from a vendor that is not party to the open contract, then the institution may, at the institution's discretion, procure the property from the nonparty vendor.

Required Documentation to support the Exemption:

- Spreadsheet showing the description, quantity of each item, cost from open contract supplier vs. cost from proposed supplier
• Quote from open contract supplier
• Quote from proposed supplier
• Warranty information and shipping costs

Justification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requester Affirmation

I am aware that an exemption from using an open contract may be granted with proper justification. The information provided is complete and accurate, based on my professional judgment and investigation.

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Purchasing Comments

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\_\_\_\_\_  
\_\_\_\_\_

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\* Vice President/Finance & Business Affairs Approved Rejected

Signature: \_\_\_\_\_ Date: \_\_\_\_\_