

**Small Purchase Waiver Form**

Upload this form as an attachment, along with vendor quotes with Purchase Requisition created in the P2PO system (PeopleSoft).

**Background and Instructions:** Small Purchase Waiver Form, is an approved document for the Competition Requirements for Small Purchases of $20,000 or more up to $99,999.99. Any uncertainty regarding appropriate documentation for this purchase should be directed to the Procurement Services and Contract Management team.

**Purpose:** To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University requires the submission of multiple quotes for requisitions that are considered a small purchase of $20,000 or more up to $99,999.99. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Waiver Form must be submitted in lieu of multiple quotes.

|  |  |
| --- | --- |
| **Vendor Name:**  | Click or tap here to enter text. |
| **Requisition Number:** | Click or tap here to enter text. |
| **Estimated Dollar Amount: $**  | Click or tap here to enter text. |
| **Brief Description of Purchase:** | Click or tap here to enter text. |

**Check all that apply**:

[ ]  Supply or service only available from single vendor (Exclusive).

[ ]  Brand name product not available from multiple vendors.

[ ]  Supply base not available that can meet the regional or geographic requirements for the product or service.

[ ]  Supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University (Compatibility).

[ ] Supply or services quoted was not able to be provided in the time required by the University. (Processing Time)

[ ]  Urgent need for the supply or service that does not allow time to obtain multiple quotes. Urgent need must be further justified to identify the urgency (Emergency).

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[ ]  Exemption listed in Competition Requirements for Small Purchases Greater Than or Equal to $20,000 Policy <https://www.niu.edu/procurement/>

Provide supporting Exemption: Click or tap here to enter text.

[ ]  Exemption - Requirement competed under an active IPHEC or NIU: RFP, IFB, QBS, or Sole Source.

[ ]  Other (please describe)

***Provide additional qualifying information for your selections on page 1:***

Click or tap here to enter text.

I understand that the information provided in this waiver is a truthful and accurate representation of the small purchase referenced.

* A new waiver must be completed for a new/subsequent purchase.
* It is in the best interest of the University to obtain multiple quotes.
* It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a purchase. For more information visit [www.sell2.illinois.gov](http://www.sell2.illinois.gov).

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

**Definitions:**

**Exclusive**: Vendor is the only one capable of providing specified product or service (e.g. unique part for a device or maintenance).

**Emergency or schedule requirement**: Failure of a device/device part, unusable device/device part, and/or incompatible device/part required an immediate purchase to avoid loss of data, research results, programmatic delays or harm to program participants.

**Processing time**: Vendor turnaround time to produce the good or service facilitates research and programmatic timelines required under the award.

**Compatibility**: The item purchased must be integrated into an existing device, experiment or research effort, or instructional sequence.

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