

Non-Competitive Purchases – Exception: Advertisements

PURPOSE:

The purpose of this form is to provide the justification for not seeking competitive bids or proposals for advertisements of \$5,000 or more dollars. The Purchasing Policy does not require competition for purchases less than \$5,000. The Purchasing Director may waive the requirement for competitive bids or proposals upon written justification from a requesting official of at least the level of a Dean, when it is necessary to obtain supplies or services essential for the efficient operation of the college but which do not constitute an emergency.

Vendor: _____ Amount: \$ _____
Location: City/State

JUSTIFICATION: Provide the rationale for issuing a purchase order to this vendor for an advertisement.

The purchase of this advertisement from _____ is requested by (Administrator's Name), (Title), and is approved by (Requesting Official of at least the level of a Dean).

- a. **Background** – Why is this advertisement necessary?
- b. **Financial/Benefit to LCC** – What is the benefit to LCC? How will this be measured? By whom?
- c. **Strategic Plan** – Which strategic plan goal does this purchase support?
- d. **Type of Advertisement** – Local/Regional/National?
- e. **Status** – New advertising or renewal?
- f. **Risk Management** – What are the risks to the College if we do not have this advertisement?
- g. **Other Options/Alternatives** – What other options or alternatives were considered? Why are these not feasible?

Requesting Department Administrator:

Name Date

Requesting Official:

Name Date

Approved/Disapproved

Dr. Lisa Webb Sharpe, Ed.D. Date
Executive Vice President

Purchasing Department:

Director, Purchasing Date