

## Non-Competitive Purchases – Exception: Memberships/Sponsorships

### PURPOSE:

The purpose of this form is to provide the justification for not seeking competitive bids or proposals for memberships and sponsorships 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 a membership or sponsorship

The purchase of this membership/sponsorship to \_\_\_\_\_ 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 membership/sponsorship necessary?

**b. Financial/Benefit to LCC** – What is the benefit to LCC? What do we receive as a member/sponsor of this organization (e.g., monthly journal, online access to database, etc.)? Is this a for-profit or non-profit organization?

**c. Strategic Plan** – Which strategic plan goal does this purchase support?

**d. Type of Membership** – Institutional/Divisional/Department membership/sponsorship?

**e. Status** – New membership/sponsorship or renewal?

**f. Risk Management** – What are the risks to the College if we do not have this membership/sponsorship?

**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.  
Executive Vice President

\_\_\_\_\_  
Date

Purchasing Department:

\_\_\_\_\_  
Director, Purchasing

\_\_\_\_\_  
Date