

Arizona Board of Regents (ABOR) Procurement Code [3-803](#) requires use of competitive sealed bidding for any contract award that exceeds \$100,000. Exceptions to the competitive sealed bidding requirement may be granted for justified emergency procurements.

Specifically, in accordance with ABOR policy 3-803.C.3, the University may make emergency procurements if there exists a condition that seriously threatens public health, welfare, safety, or university property, or if a situation exists which makes compliance with ABOR Policies 3-803B, 3-803C, or 3-804B impracticable, unnecessary or contrary to the public interest. Emergency Procurements shall be made with such competition as is practicable under the circumstances.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

1. Describe and provide details of the emergency:

2. Describe, in detail, impacts on the University if the waiver is not granted:

Department Head Signature:

Printed Name:

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Department Vice President Signature:

Printed Name:

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3. Bid Waiver is properly justified, approved and authorized:

Contracts, Purchasing, and Risk Management Signature:

Printed Name:

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Contracts, Purchasing, and Risk Management Signature:

Printed Name:

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Vice President for Capital Planning and Campus Operations

Signature (when applicable):

Printed Name:

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President Signature (when applicable):

Printed Name:

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