

BEREA COLLEGE Competitive Bid Waiver Processing	Document No.	FIN017.B
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	Approval:	On File in Purchasing

1.0 Purpose

This procedure describes steps to prepare and submit a competitive bid waiver, and the conditions (sole source or single source) under which a competitive bid waiver is warranted.

2.0 Definitions

Sole Source: The use of one source when that source is the only available source possessing the ability to fulfill the purchaser's needs.

Single Source: The use of one source for a particular purchase in preference over other sources in a competitive marketplace. Justification for single source is generally emergency purchases.

3.0 Procedure

3.1 Access the competitive bid waiver request from the Outlook Public Folders under Business and Finance or at <http://www.berea.edu/vpf/purchasing/default.asp>.

3.2 Complete ALL sections of the form.

3.3 Route to appropriate Vice President or President for signature if over \$10,000.

3.4 Submit to Purchasing Manager for approval prior to submitting purchase requisition.

3.5 Competitive Bid Waiver requests are NOT to be attached to check requests

4.0 Forms and Records

4.1 Competitive Bid Waiver Request form

5.0 Related Documents

5.1 Purchasing Policy