

# REQUEST FOR SPECIAL PURCHASE APPROVAL

REQUISITION NUMBER:	<input type="text"/>	VENDOR NAME:	<input type="text"/>
ITEM / SERVICE PURCHASING:	<input type="text"/>	AMOUNT:	<input type="text"/>
FACILITY:	<input type="text"/>	EMAIL:	<input type="text"/>
SUBMITTED BY:	<input type="text"/>	PHONE NUMBER:	<input type="text"/>

**SELECT BASIS FOR SPECIAL PURCHASE:**

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| <input type="checkbox"/> EMERGENCY (IC 5-22-10-4)   | <input type="checkbox"/> GOVERNMENTAL DISCOUNT AVAILABLE (5-22-10-12)                                  |
| <input type="checkbox"/> SAVINGS TO THE CITY (IC 5-22-10-5)   | <input type="checkbox"/> SINGLE SOURCE FOR SUPPLY, AWARD OF CONTRACT (IC 5-22-10-13)                   |
| <input type="checkbox"/> AUCTION (IC 5-22-10-6)   | <input type="checkbox"/> GENERAL SERVICES ADMINISTRATION (GSA) PRICE (IC 5-22-10-14)                   |
| <input type="checkbox"/> DATA PROCESSING/SOFTWARE (IC 5-22-10-7)                                      | <input type="checkbox"/> PURCHASE WITH PERSON WHO HAS CONTRACT WITH FEDERAL AGENCY (IC 5-22-10-15)     |
| <input type="checkbox"/> COMPATIBILITY OF EQUIPMENT, ACCESSORIES, OR REPLACEMENT PARTS (IC 5-22-10-8) | <input type="checkbox"/> ACQUISITION OF SUPPLIES THROUGH TRANSFER FROM FEDERAL GOVERNMENT (5-22-10-16) |
| <input type="checkbox"/> PURCHASING METHOD IMPAIRS FUNCTIONING OF AGENCY (IC 5-22-10-9)               | <input type="checkbox"/> ACQUISITION OF SUPPLIES THROUGH ACCEPTANCE OF GIFT (IC 5-22-10-17)            |
| <input type="checkbox"/> NO OFFER RECEIVED UNDER OTHER PURCHASING METHOD (IC 5-22-10-10)              | <input type="checkbox"/> SPECIAL PURCHASE OF COPYRIGHTED MATERIAL (IC 5-22-10-18)                      |
| <input type="checkbox"/> EVALUATION OF SUPPLIES OR SYSTEM CONTAINING SUPPLIES (IC 5-22-10-11)         | <input type="checkbox"/> PURCHASE FROM PUBLIC UTILITY FOLLOWING INDEPENDENT APPRAISAL (5-22-10-19)     |

REASON(S) PURCHASE QUALIFIES AS A SPECIAL PURCHASE:

REASON PARTICULAR CONTRACTOR WAS SELECTED:

PRINTED NAME

DATE:

DEPARTMENT HEAD SIGNATURE

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LEGAL PRINTED NAME

DATE:

LEGAL SIGNATURE

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The records for a special purchase must be maintained in a separate file with a written determination of the basis for the special purchase; and the selection of a particular contractor. The record of a special purchase must be kept for a minimum of five (5) years. The contract records for a special purchase are subject to annual audit by the state board of accounts.