

**REQUEST FOR EXCEPTION TO USE OF SUPERQUOTE IN SOURCE SELECTION**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: \_\_\_\_\_  
(Department/Program)

RE: REQUEST FOR EXCEPTION TO USE OF SUPERQUOTE IN THE  
SOLICITATION OF QUOTATIONS

Pursuant to APM Section A8.250, the Department requests an exception to the use of SuperQUOTE to purchase the following:

1. Description of goods/services:

2. Estimated Cost: \$ \_\_\_\_\_

3. Potential vendors for the goods/services:

4. Are these vendors registered on the SuperQUOTE system? If not, have you requested that they register?

(Attach Additional Sheets if Necessary)

5. Explanation of why procurement by use of the SuperQUOTE system is not practicable or advantageous for this particular purchase:

6. Explanation of how the Department intends to solicit offers/quotations for this purchase:

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

\_\_\_\_\_  
Full Name of Principal Investigator, Department Head, or Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Fiscal Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OPRPM USE ONLY**

OPRPM COMMENTS:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DENIED

\_\_\_\_\_  
DIRECTOR, OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

\_\_\_\_\_  
DATE