



Unless otherwise prohibited by law, whenever a state agency determines it is in the best interest of the state to purchase a product or service exceeding \$5,000 from a source other than a mandatory statewide contract, the agency shall submit this form to central.purchasing@omes.ok.gov to request an exception. If the initial exception request is denied, the state agency may appeal the decision by resubmitting the request to the state purchasing director for consideration. A state agency may not complete the acquisition without prior written approval of the exception request by a contracting officer or the state purchasing director, which shall be maintained in the acquisition file. For purchases under \$5,000, the agency must still document the reason the mandatory statewide contract will not meet the agency's need but will not need OMES approval to proceed.

Note: This form is not applicable to the State Use Program nor to purchases made with Oklahoma Correctional Industries.

GENERAL INFORMATION

Agency name	Agency #	Request date
Agency representative requesting exception	Email	
Statewide contract #	PeopleSoft contract ID#	
Detailed explanation (attach all additional supporting documentation including savings to agency, quotes, etc.)		

Required delivery time for the acquisition	Expected dollar amount of the acquisition
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FOR OMES USE ONLY

☐ Approved ☐ Denied

Recommendation/comments

Category manager	Date
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In response to the agency's appeal of the exception denial documented here, I have reviewed said request for an exception from use of the statewide contract and in accordance with OAC 260:115-7-3 hereby determine the exception:

☐ Approved ☐ Denied

Reason for denial

Recommendation/comments

Signature of state purchasing director	Date
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