

	APPENDIX F SINGLE/SOLE, EMERGENCY, OR COOPERATIVE SOURCE FORM (Use this form for requests over \$10,000 and for items/services not on Appendix E)	Approval Date 10/31/12
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 06/10/19

REQUESTED BY (Name): _____ DATE: _____

SUPPLIER & GOODS OR SERVICE: _____

APPROVED BY (Director or Elected Official): _____ \$ _____
(signature required)

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Goods or service has been formally awarded to a supplier by the State of Colorado, MAPO, or other cooperative purchasing group and meets the needs of Adams County.	☐
2. The goods or service is of a unique nature or allows for standardization with existing equipment and will provide exceptional value to Adams County.	☐
3. Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.	☐
4. Adams County currently has a contract in place with a supplier for like goods or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or elected official's function.	☐

Please Note: Use of this form is required for goods/services not already preapproved by the BOCC (Appendix E), and requires the approval of the Elected Official, Department Director, Purchasing Manager, and Adams County Manager, or the BOCC in accordance with the value of the purchase ([Policy #1010](#)).

The Department/Elected Office must provide written justification (including total cost) to Purchasing for review and forwarding to Adams County Manager, who may request BOCC approval. Attach additional sheets as required.

Request is:

☐ Approved ☐ Denied Purchasing Specialist: _____ Date: _____

☐ Approved ☐ Denied Purchasing Manager: _____ Date: _____

☐ Approved ☐ Denied County Manager: _____ Date: _____

Comment: