



Purchase Freeze Exemption Request Form for Equipment and Software or Personal Services Contracts

This form is to accompany departmental requisitions for any personal services contract or purchase of equipment or software that are not funded exclusively from donated, capital appropriation, federal or other sponsored program sources. For further information, see the Freeze Guidance posted at: https://purchasing.wsu.edu/2020-purchasing-freeze/.

Signature of Chancellor, Vice President or Dean
Approved for Exemption
Not approved for Exemption
Name and Title
Date
Requesting Department
Department Requisition No.
Contract No. (if applicable)
Department contact name
Email address

Note: Only requisitions with exempted funding sources will be processed without this Exemption Request form until the freeze is lifted. These exempt fund codes are: 846, 057, 062, 143, and 145.

This requisition is approved for the following exemption or exception:

- Exemption: the requisition is for a purchase or contract directly related to the protection of life or public safety, as explained below.
Exemption: the requisition is for a purchase or contract directly related to revenue generating activities as explained below.
Exception: the full cost of equipment or software on this requisition is \$5,000 or more and does not meet any of the exemption criteria, but is considered essential, as explained below.
Exception: the personal services contract or amendment does not meet any of the exemption criteria but is considered essential, as explained below.

JUSTIFICATION OF CRITICAL NEED

How is the purchase or contract directly related to protection of life or public safety?

How is the purchase or contract directly related to revenue generating activities?

Why is the purchase or contract critically necessary?

Are there any alternatives to making this purchase or contracting out for the services?

What would be the consequence if this exemption is not approved?