

	APPENDIX F – SINGLE, EMERGENCY, OR COOPERATIVE SOURCE FORM	Approval Date 10/31/12
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date N/A

ELECTED OFFICIAL/DEPT. _____

COMMODITY OR SERVICE _____

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of Adams County.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to Adams County.	<input type="checkbox"/>
3. Emergency purchases where the well being of the citizens, employees or County property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Adams County currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or elected officials function Use of this exception requires the approval of the Elected Official, Department Director, the Finance Director, Adams County Manager, or the BOCC in accordance with the value of the purchase and Adams County (see Policy #1010)	<input type="checkbox"/>

The Department/Elected Official must provide written justification to the Purchasing Division for review and preparation of the Single Source and forwarding to Adams County Manager. **Attach additional sheets as necessary.**
