



# EXCEPTION TO POLICY REQUEST

Department of Financial Management, Purchasing Division

ETP Number

<b>DEPARTMENT NAME</b>		<b>FISCAL YEAR (FY)</b>	
<b>DIVISION NAME</b>		<b>ESTIMATED FY EXPENDITURE</b> \$	
<b>TERM OF AGREEMENT</b>	<b>RENEWAL OPTION</b> <input type="radio"/> N/A <input type="radio"/> 1st Renewal <input type="radio"/> 2nd Renewal		

**VENDOR NAME AND ADDRESS**

**DESCRIPTION OF EACH PRODUCT AND/OR SERVICE REQUESTED AS AN EXCEPTION**

For each product and/or service in this request, provide a detailed description, the estimated number of transactions in the FY, and the estimated expenditure for the FY. Attach additional page(s) if needed.

**AN EXCEPTION IS REQUESTED BECAUSE:**

Explain why the purchase cannot be procured using the City of Long Beach's competitive bid process, so that the item can be procured based on current Department of Financial Management purchasing policies and procedures. Attach additional page(s) if needed.

## CERTIFICATIONS

**I CERTIFY THAT:**

- Total cost for each purchase will not exceed \$100,000
- Purchase will not be split to circumvent the Department of Financial Management's established policies and procedures.
- Purchase will be rotated among all vendors offering the product/ service in the purchasing area, when practical.
- Purchase will be made from local business vendor(s), when practical.
- Purchase for approved "services" will comply with all service certification requirements.
- If purchase is for Professional Services, "Professional Services Background Information Sheet" is required\*

\*Information sheet can be found on the Purchasing intranet site: <http://clbnet/purchasing>

<b>DEPARTMENT CONTACT</b> (Required) Print Name		<b>BUREAU MANAGER APPROVAL</b> (Required) Print Name	
Phone	Fax	Phone	
Email Address	@ longbeach.gov	Email Address	@ longbeach.gov

## APPROVAL

City Purchasing Agent can approve items not exceeding \$25,000.

If purchase exceeds \$25,000; City Manager must approve. City Manager Approval Form must be attached.

- Purchase does not exceed \$25,000:** City Purchasing Agent can approve.       **Purchase exceeds \$25,000:** City Manager must approve; City Manager Approval Form must be attached.

## APPROVED

The purchase of product(s) and/or service(s) described on this form is approved as an Exception to Policy for the specified fiscal year(s).

<b>BUYER</b> Signature	Date
<b>CITY PURCHASING AGENT</b> Signature	Date
<b>CITY MANAGER</b> Signature	Date