

**Minnesota State Colleges and Universities Single Source Exception to Board Policy**

**Form Instructions**

System Procedures 5.14.5, Part 4 and 5.14.2, Part 6 require completion of the “Minnesota State Colleges and Universities Request for Single Source Exception to Board Policy” form for single source purchases of goods and services (including professional technical and service contracts) over $50,000. Colleges and universities can be more restrictive (for example, schools can require that the form be completed at lower dollar thresholds).

Additional information on the form is required for “other” (#11 in Part A on page 2) single source purchases instead of one of the readily identifiable exceptions listed in Part A or Part B.

Campuses can choose to publish a two week notice (item listed in Part C1 and example on page 5) to discover if there are other potential vendors when unsure if competitors exist. Hopefully this will be a useful campus tool where uncertainty exists.

Colleges and universities should retain an executed “Minnesota State Colleges and Universities Request for Single Source Exception to Board Policy” form in the schools purchasing file.