



Request for Noncompetitive Procurement Approval

Complete this form to request a noncompetitive procurement approval. The subgrantee's requestor (i.e., federal program director), business official/fiscal representative, and procurement official must sign this form. This form must be submitted via email to the program manager of the applicable program office from which you are seeking approval.

The subgrantee's exemptions list cannot be used for goods or services purchased with federal funds. The request for use of a noncompetitive procurement does not guarantee federal compliance nor is it a guarantee that the request will be approved. All procurement activities are subject to monitoring. The subgrantee must submit adequate documentation related to the request and maintain such documentation for recordkeeping and auditing purposes.

SUBGRANTEE NAME:

School Year:	Grant Number:
Subgrantee Contact:	Phone Number:
Email:	Subaward Name:

Description of Requested Procurement

Proposed Vendor or Contractor:	
Total Purchase Amount:	

Description of Goods/Services

Provide a justification for why this procurement is a noncompetitive procurement. Must attach evidence to support this request.

Requestor's Signature:	Date:
Requestor's Name (printed):	Title:
Business Official's Signature:	Date:
Business Official's Name (printed):	Title:
Procurement Official's Signature:	Date:
Procurement Official's Name (printed):	Title:

SCDE PROGRAM OFFICE USE ONLY

Approved

Denied

Returned for more information.

Office Name:

Reviewer's Signature:

Date:

Reviewer's Name (printed)

2nd Reviewer's Signature:

Date:

2nd Reviewer's Name (printed)

Notes:



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Add additional information as necessary: