



# Purchasing Department Exemption Form

Department Name:

Requisition Number:

Vendor name, description of item or service to be procured, and estimated amount or fiscal year amount(s) as applicable:

**Attach vendor proposals and any other documentation that supports this exemption.**

This exemption form is executed and filed with the Purchasing Department in the Finance Division.

The undersigned agrees that the following general exemption (per Texas Local Government Code, Section 252.022) is applicable to this purchase.

**Please check the appropriate exemption:**

- 1. Public Calamity:** Procurement made because of a public calamity that required the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.
- 2. Public Health or Safety:** Procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- 3. Unforeseen Damage:** Procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
- 4. Procurement for Personal, Professional, or Planning Services:** Professional services are those rendered by an architect, attorney, certified public accountant, engineer, physician, real estate appraiser, land surveyor or other profession approved under the law.

Describe the type of professional services and what mainly mental or intellectual rather than physical or manual and/or disciplines requiring special knowledge or attainment and a high order of learning, skill, and intelligence are needed.

**5. Sole Source. Item or service available from only one source because of: (check one below)**

**Patents, copyrights, secret processes, or natural monopolies**

**Films, manuscripts, or books,**

**Gas, water and other utility services**

**Captive replacement parts or components for equipment**

**Books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials**

**Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits**

**Attach manufacturer's sole source statement and other supporting documentation.**

**6. Purchase of rare books, papers, and other library materials for a public library**

**7. Services performed by blind or severely disabled persons**

**8. Goods purchased by a municipality for subsequent retail sale by the municipality**

**9. Advertising, other than legal notices**

**Provide additional details and justification on exemption selected above. Provide evaluation conducted including efforts taken to ensure vendor is responsible and will provide the best value to the City. If applicable, explain if another exemption applies not listed above that is allowed under law.**

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**A: Requesting Person:  
(Sign & Date)**

**B: Director: (For purchases \$3,000 - \$49,999.99)  
(Sign & Date)**

**C: CM / ACM: (For purchases \$50,000 & up  
(Sign & Date)**

**Exemption Authorized: (Purchasing Manager or  
Designee) (Sign & Date)**

**All purchases over \$50,000 are subject to City Council approval.**

**NOTE: This form is not required for purchases under \$3,000.**

**Purchasing Department comments:**