



**Professional Services Bid Exemption Approval Form  
for Services above \$25,000**

Step 3a Sponsoring Management Center (noted in Step 2) submits this approved form with contract to Campus Services, Adelbert Room 229, LOC 7003 for routing to applicable VP noted below for approval.

- |                          |  |           |       |
|--------------------------|--|-----------|-------|
| <input type="checkbox"/> | Architectural Services: Senior VP for Administration<br>Engineering, Feasibility, Construction, Planning | _____     | _____ |
|                          |  | Signature | Date  |
| <input type="checkbox"/> | Consulting Agreements (other): Senior VP for Administration<br>for non creative services                 | _____     | _____ |
|                          |  | Signature | Date  |
| <input type="checkbox"/> | Creative Design (Print and Web): VP for Marketing and<br>and Communications                              | _____     | _____ |
|                          |  | Signature | Date  |
| <input type="checkbox"/> | Legal Services: Vice President and General Counsel   | _____     | _____ |
|                          |  | Signature | Date  |
| <input type="checkbox"/> | Financial & Accounting Services: Senior VP Finance/CFO   | _____     | _____ |
|                          |  | Signature | Date  |

Step 3b For UGEN initiated Exemption Requests, in addition to the foregoing VP approvals, the University CFO must also approve. **Campus Services routes to Procurement Services, LOC 4909.**

- |                          |                                    |           |       |
|--------------------------|------------------------------------|-----------|-------|
| <input type="checkbox"/> | CFO<br>(For UGEN submissions only) | _____     | _____ |
|                          |                                    | Signature | Date  |

Questions may be directed to [contracts-pds@case.edu](mailto:contracts-pds@case.edu) or to Procurement and Distribution Services at 216-368-2560

**PROCESSING INFORMATION – PROCUREMENT OFFICE USE ONLY**

All must be present to process PO and for work to begin (See Purchasing Policy -insert link)

- ☐ Quote or Proposal
- ☐ Professional Services Exemption Form
- ☐ Contract to be executed
- ☐ Approved Requisition (in PeopleSoft)

_____	_____	_____
Date Received	Buyer/Agent Name	Purchase Order #

Procurement Office notes: \_\_\_\_\_

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