

Prior Authorization Forms

In the instance when a desired purchase falls outside of the existing guidelines, Prior Authorization forms are required to be completed and submitted to the Purchasing office for approval prior to the purchase.

Prior authorization forms can be found on the Purchasing website at www.wichita.edu/purchasing - in this section – Forms. For instructions on how to complete the required documentation or any additional questions, contact the Purchasing Office directly at 316-978-3080.

The following are the requirements for completing the Prior Authorization forms used by the Purchasing Office.

Form #1: Sole Source Prior Authorization

Required when the following conditions apply: When the department believes there does not exist any competition for the goods or services they are wishing to purchase and the total delivered price exceeds \$9,999.00. The department representative or end user shall complete this form and sign it, avowing that they have taken due diligence to determine there are no other sources that can fulfill their requirements.

Form #2 Off Contract /State Use Waiver Prior Authorization Form

Required when the following conditions apply: A department representative finds a non-contracted source for a state or local contracted item that offers a considerable savings. The department is responsible for including information about the delivered cost of the non-contracted item they wish to purchase. They must show a comparison to that with the cost of that same item under contract. The comparison must list the absolute savings as well as the percentage of savings. In general, the guideline is to show a savings of 10% or \$100 minimum.