

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT MANAGEMENT

FROM: _____
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

Estimated Cost: \$ _____

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

Direct questions to: _____ Phone: _____

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Full Name of Principal Investigator, Department Head, or Administrator

Signature

Date

Full Name of Fiscal Administrator

Signature

Date

APPROVED:

Full Name of Vice President or Chancellor

Signature

Date

FOR OPM USE ONLY

OPM COMMENTS:

_____ APPROVED _____ DENIED