

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY 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 Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Full Name of Vice President or Chancellor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OPRPM USE ONLY**

OPRPM COMMENTS:

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ APPROVED      \_\_\_\_\_ DENIED

\_\_\_\_\_  
PRESIDENT, UNIVERSITY OF HAWAII

\_\_\_\_\_  
DATE