

**REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF
UNIVERSITY CONTRACT OR PRICE LIST (WAIVER FORM)**

TO: Director, Office of Procurement and Real Property Management

VIA: _____
(Fiscal Officer)

FROM: _____
(Department)

SUBJECT: Purchase Outside of University Contract or Price List

Exception is requested from Contract /Price List No. _____

Contract Vendor _____

Whom Contacted _____ Date _____

Item No. and Description _____

In place of the contracted item, approval for the following is requested:

Brand & No. _____ Quantity _____

Name of Supplier _____

Unit Price _____ Unit _____

JUSTIFICATION FOR PURCHASE OUTSIDE OF THE CONTRACT/PRICE LIST:

Requested by: _____

Telephone: _____ Date: _____

RECOMMENDATION BY PROCUREMENT SECTION:

Approval is: Recommended Not Recommended

Comments: _____

Date: _____

Procurement Specialist

ACTION BY DIRECTOR:

Approved as Recommended: Disapproved:

Date: _____

Director, OPRPM