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## Memorandum

**TO:** Director  
Office of Procurement and Real Property Management

**FROM:**

**SUBJECT:** Waiver to Purchase Furniture Outside of SPO (APM Section A8.265)  
Price List No. \_\_\_\_\_

Exception is requested from the subject price list as follows:

	Price List	Selected Alternate Source
Vendor:	_____	_____
Item and Description:	_____	_____
Catalog or Stock No.:	_____	_____
Unit Price:	_____	_____

Justification to purchase outside state price list:

APPROVED / DISAPPROVED:

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Director, Office of Procurement  
and Real Property Management

Date