

**REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF  
STATE PROCUREMENT OFFICE PRICE LIST**

TO: CHIEF PROCUREMENT OFFICER, STATE PROCUREMENT OFFICE

FROM: \_\_\_\_\_

(Department/Division/Agency)

SUBJECT: PURCHASE OUTSIDE OF PRICE LIST

Pursuant to §3-121-6, HAR, exception is requested from Price List No. PL \_\_\_\_\_

Price List Vendor \_\_\_\_\_

Whom Contacted \_\_\_\_\_ Date \_\_\_\_\_

Item No. \_\_\_\_\_ Unit Price \_\_\_\_\_ Description \_\_\_\_\_

**JUSTIFICATION FOR PURCHASE OUTSIDE OF THE PRICE LIST:**

For your information, in place of the price list item, we plan to purchase the following:

Brand & No. \_\_\_\_\_ Unit Price \_\_\_\_\_

Name of Supplier \_\_\_\_\_ Quantity \_\_\_\_\_

Contact Person: \_\_\_\_\_ Approval Recommended by: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_ (Title)

**RECOMMENDATION OF PURCHASING STAFF:**

\_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ No Action Required

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Purchasing Specialist

Staff Supervisor: \_\_\_\_\_

**ACTION BY CHIEF PROCUREMENT OFFICER:**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Chief Procurement Officer

Date: \_\_\_\_\_