
Memorandum

TO: Director
Office of Procurement, Real Property and Risk Management

FROM:

SUBJECT: Waiver to Purchase Furniture Outside of SPO (APM Section A8.265.18)
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:

Director, Office of Procurement,
Real Property and Risk Management

Date