

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

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

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

(Department)

**VIA:** \_\_\_\_\_

(Fiscal Officer)

**SUBJECT:** Purchase Outside of University Contract

Exception is requested from Contract 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:**

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, OPRPRM