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| --- | --- | --- | --- | --- | --- |
| New Logo UH WAIVER # \_\_\_\_\_\_\_\_\_\_\_\_\_\_Request for Waiver of Public Bid | | | | | |
| **1.** Using Department | | | | **2.** Contact Person/Phone/e-mail | |
| **3**. Suggested Vendor (Name and Address) | | | | **4.** Statutory Citation | **5.** Start and Expiration Dates: |
| **6.** Index | **7.** Account |
| **8.** Total Amount Requested | **9.** Requisition **#** |
| **10.** Provide a brief, concise summary of nature and purpose of waiver.Explain what attempts were made to obtain competition. Attach all proposals, quotation, etc. received. | | | | | |
| Check List for Waiver Requests | **Yes** | **N/A** | **14. Department Certification:**  I certify to the accuracy of the above statements and request a Waiver of Public Bid | | |
| **11.** Is a vendor proposal (s) attached detailing the scope of work or item description, including an explanation of rates/prices?  **12. Confirming/Unauthorized Waiver?** |  |  |
| **Requestor: Date** | | |
| **13**. Have goods or services been received/performed? If yes, provide a justification signed by Department Head. |  |  |
| **Department Head: Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Unit Administrator: Date** | | |

**Legal: This waiver is approved as to legal form:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Director Date Legal Management**  **Date**

**Supply Chain Management**

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**Chief Financial Officer Date President & CEO Date**

($40,000 and above) ($50,000 and above)