Send to: Purchasing Department

4400 University Drive, MS 3C5, Fairfax, Virginia 22030
Phone: 703-993-2580; Fax: 703-993-2589

OFFICE SUPPLY WAIVER

George Mason University has established an exclusive contract for office supply purchases with The Supply Room Companies (TSRC). Use of this contract is mandatory. If the TSRC can not provide your requested product, you must submit this form for approval by the Purchasing Department prior before buying the product from another source. When the eVA order for the requested product is submitted to an alternate source, this waiver must be attached to the eVA order.

Department Information:

Department: _____ Date: _____

Requester: _____
Print Name Signature

Phone: _____Fax: _____

Name of individual who will place the eVA/P-Card order:_____

Description of item: (include item number, cost and product details)

_____

Reason for waiver request: (include your proposed vendor and cost)

_____

_____

Waiver approved by:

_____
Signature of Purchasing Department Official