PRINTING WAIVER FORM

The Purchasing Department has established term contracts with selected vendors for the procurement of printing services. Use of these vendors is mandatory. If, however, the vendors on this list are unable to provide the particular printing goods/services you require this waiver form must be completed and sent to Purchasing for approval prior to any goods or services being rendered.

Department Information:

Department: ___________________________ Date: ___________________________

Requester: ___________________________ Signature: ___________________________

Print Name: ___________________________ Email: ___________________________

Phone: ___________________________ Description of Item(s):

______________________________________________________________

______________________________________________________________

Reason For Waiver Request:

______________________________________________________________

Proposed Vendor and Cost:

______________________________________________________________

Purchasing Approval/Denial:

Date: ___________________________

Name: ___________________________ Signature: ___________________________