



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589

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: _____

Print Name

Signature

Phone: _____

Email: _____

Description of Item(s):

Reason For Waiver Request:

Proposed Vendor and Cost:

Purchasing Approval/Denial:

Date: _____

Name

Signature