KEAN UNIVERSITY
REQUEST FOR BID WAIVER OF PUBLIC ADVERTISING AND BIDDING

PART 1 – TO BE COMPLETED BY REQUESTING DEPARTMENT

1. Requesting Department: ________________________________

2. Person to Contact: ________________________________

3. Recommended Vendor (Name & Address):

4. Cost Center and Object Account: ________________________________

5. Date Item/Service Needed: ________________________________

6. Total Amount Requested: $ ________________________________

7. Brief Explanation for Waiver Request:

___________________________________________________________________________________
___________________________________________________________________________________

8. Explain What Attempts Were Made to Obtain Competition, If any:

___________________________________________________________________________________

9. What Are Program Consequences If Not Meeting Date Noted?

___________________________________________________________________________________
___________________________________________________________________________________

10. Statutory Citation From State Colleges Contract Law:

___________________________________________________________________________________
___________________________________________________________________________________

11. Department Certification: I certify to the accuracy of the proceeding statements and to the following:

X ________________________________
Signature of Division Vice President         Date

PART II – TO BE COMPLETED BY ADMINISTRATION AND FINANCE

A. Waiver Statement and Citations:

B. Waiver Amount Not to Exceed:

C. Recommendation for Approval:

1. x ________________________________
   Director of University Purchasing
   George Thorn Jr
   ________________________________  Date

2. x ________________________________
   Executive Vice President of Operations
   Philip Connelly
   ________________________________  Date

3. x ________________________________
   University Legal Counsel
   Geri Benedetto
   ________________________________  Date