

KEAN UNIVERSITY

Request for 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. Total Amount Requested: _____
- 6. Date Needed/Fiscal Year: _____
- 7. Brief Explanation for Waiver Request:
- 8. Explain What Attempts Were Made to Obtain Competition, if any:
- 9. List Program Consequences if Bid Waiver is not approved:
- 10. Statutory Citation(s) from State College Contracts Law:

11. Department Certification Signatures: I certify to the accuracy of the preceding statements:
Requestor: _____ Date: _____
Vice President: _____ Date: _____

PART II-Recommendation for Approval

- 1. _____ Date: _____
Faruque Chowdhury
University Procurement and Business Services
- 2. _____ Date: _____
Kristin Ganley, Esquire
Office of University Counsel
- 3. _____ Date: _____
Andrew Brannen
Chief Financial Officer