

**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: I certify to the accuracy of the preceding statements:

\_\_\_\_\_  
Date

**PART II-Reccomendation for Approval**

1. \_\_\_\_\_ Date: \_\_\_\_\_  
Faruque Chowdhury, Acting Director  
Procurement and Business Services
2. \_\_\_\_\_ Date: \_\_\_\_\_  
Kristin Ganley, Esquire  
Office of University Counsel
3. \_\_\_\_\_ Date: \_\_\_\_\_  
Andrew Brannen,  
Vice President for Administration and Finance