

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 Item/Service Needed: _____
- 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-To be completed by Operations

- A. Waiver Statement and Citations: _____
- B. Waiver Amount Not to Exceed: _____
- C. Recommendation for Approval:
 - 1. _____
Faruque Chowdhury, Procurement
and Business Services
Date
 - 2. _____
Kristin Ganley, Esquire
Office of University Counsel
Date
 - 3. _____
Audrey Kelly
Chief of Staff
Date