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: _____

Senior Vice President/
Vice President: _____ Date: _____

PART II-Recommendation for Approval

_____ Date: _____

Office of University Counsel

_____ Date: _____

AVP University Procurement and Business Services
or Designee

_____ Date: _____

Interim Chief Financial Officer or Designee