

**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: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II-Recommendation for Approval**

\_\_\_\_\_  
Kristin Ganley, Esq  
Office of University Counsel  
Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Salvatore  
Office of Academic and Administrative Operations  
Date: \_\_\_\_\_

\_\_\_\_\_  
Faruque Chowdhury  
University Procurement and Business Services  
Date: \_\_\_\_\_