

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:

PART II-Recommendation for Approval

Date:

Kristin Ganley, Esq

Office of University Counsel

Date:

Michael Salvatore

Office of Academic and Administrative Operations

Date:

Faruque Chowdhury

University Procurement and Business Services