

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: _____

Vice President: _____ Date: _____

PART II-Recommendation for Approval

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