



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Furniture Waiver Request

To: **Madeline Souder**
Purchasing Agent
Procurement Service Center

Phone: 303-764-3418
Fax: 303-764-3434
email: madeline.souder@cu.edu

From: Name: _____
TYPE OR PRINT CLEARLY

Department: _____

Campus: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

Total Pages: _____

Review and submit this request for waiver to purchase outside of the University-wide price agreement for office furniture from Colorado Correctional Industries (CCI).

Include all of the following information:

1. Quantity needed
2. Complete description and specifications, not simply brand and model number
3. Quoted unit price
4. Quoted total price
5. Picture or sketch of product (if available)
6. Specific reasoning for waiver.

A reply to this request for waiver will be provided within five (5) business days if all of the above noted information is provided and CCI has been given first consideration to provide comparable products. Approval is based on cost, lead time, match existing, or medial requirements.



DENIED



APPROVED



PENDING

Approved by _____

Date _____

Explanation: _____