

# Request for Bid Policy Exception under $50,000

Please forward completed form along with all supporting documentation to the Vice Presidentfor Finance and Administration for approval.

*Date*

*Request From*: *Department:*

*Project/Supply/Service Description:*

*Number of Bids Received:*  *Amount of Order*: $

*Vendor Requested*:

*Reason for Request*:

*Comments:*

Vice Presidentfor Finance and Administration