

STRATEGIC SOURCING WAIVER REQUEST

Date: _____

Commodity Type: Library Books (non Textbooks)

School/Department Name: _____

Contact Name: _____ Title: _____

Telephone _____ Alt. Telephone _____ Fax _____

A waiver is requested to make a purchase from a non-strategically sourced book supplier for the following reason(s):

Name of Supplier requested for this purchase: _____

Estimated \$ amount of this purchase: _____

Order Delivery Location: _____

Supporting documentation (include supplier quotation, listing of books, ISBN#, title, author, etc.) must be attached to this form. Incomplete waiver requests are subject to be rejected.

FAX ALL WAIVER REQUESTS TO: The Department of Procurement & Contracts (773) 553-2302 or 553-2251
Attention: Lee Saulter, Commodity Manager/Education

Signature of individual requesting waiver: _____

TO BE COMPLETED BY DEPARTMENT OF PROCUREMENT AND CONTRACTS STAFF

Date: _____ Commodity Manager: _____ Telephone # _____

Waiver Request Approved _____ Signature: _____

Waiver Request Denied _____ Incomplete(*) _____ Documentation Required (*) _____

(*) May be resubmitted for review with the required documents to the Department of Procurement and Contracts.