



A state agency shall request a limited waiver or increase to perfect an otherwise valid acquisition inadvertently exceeding the agency acquisition authority limit due to an administrative error or unforeseeable circumstance pursuant to 74 O.S. § 85.7(A)(5).

GENERAL INFORMATION

Agency name	Agency #	Division or department that requested the service or product
Agency requisition #		Purchase order #
Original amount (\$)		Modified amount (\$)
Supplier name		Supplier FEIN/SSN

Type or nature of service or product provided

Explanation of administrative error or unforeseeable circumstance that resulted in the acquisition exceeding the agency's acquisition authority limit

SIGNATURE

I hereby request a waiver of the agency's acquisition authority limit for this specific acquisition made pursuant to its own competitive procedures.

Signature	Date
Name	Title
Phone	Email

Submit this form to the state purchasing director for review:
central.purchasing@omes.ok.gov

FOR STATE PURCHASING DIRECTOR USE ONLY

The waiver request has been: Approved Denied

Signature of state purchasing director	Date
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Comments