

**REQUEST FOR CONTRACT, EQUIPMENT ACQUISITION, AND TRAVEL BAN EXEMPTION**

Request Date: \_\_\_\_\_ Request Number: \_\_\_\_\_

Department Org Code: \_\_\_\_\_ Department Name: \_\_\_\_\_

Agency Org Code (if applicable): \_\_\_\_\_ Agency Name (if applicable): \_\_\_\_\_

Does this request include attachments? Yes  No  Please indicate the total number of pages: \_\_\_\_\_

**A. Type of Exemption: (choose one)**

- Statutorily Required
- Declared Emergency
- Information Technology Contracts
- Purchases of Necessary Items
- Blanket Exemption for non General Funds

**B. Reason for exemption(s):**

**C. Consequence if exemption(s) not granted:**

**D. Will exemption(s) result in future exemption(s)? YES  NO ; if yes, provide explanation:**

**E. Appropriation:**

Item of Appropriation	Amount of Appropriation
- -	\$ _____
- -	\$ _____
- -	\$ _____
<b>TOTAL:</b>	<b>\$ _____ 0</b>

**Contact Person:** \_\_\_\_\_ **Telephone Number:** ( ) - , ext.

(type or print)

**F. Signature:**

If approved, I certify that the above requested action has been evaluated and that the needs described above cannot be met in any other manner than by obtaining this exemption.

<p><b>Department</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p>Director/Date</p>	<p><b>Agency</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p>Agency Secretary/Date</p>	<p><b>Department of Finance</b></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____</p> <p>Deputy Director or Designee/Date</p>
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