Print Management Printer Exception Request

ed. 6-11-13

Requested by: _____ Department: _____ VP Area: _____

Date: _____

Project Name: _____

Vendor being Requested: _____ BC Vendor # _____

Funding Source: (i.e.: Operating-100, Gran-500, Gift Account -2XX, Agency-9xx, etc.) _____

Project Publication Date being requested exception: _____

Reason for Exception request:

- ☐ Under existing contract which will expire in _____ Bid Date:_____.
- ☐ Part of matching pieces which will expire on _____.
- ☐ Requires patented process for _____.
- ☐ Immediate need identified for use while traveling on BC business.
- ☐ Current contracted vendors do not have same capabilities: Identify specific capability required below: _____.
- ☐ Other: _____

Please provide evidence in support of the information above. Attach pages if necessary.

_____
_____
_____
_____
_____
_____
_____
_____
_____

Departmental Print Reviewer Approval: _____ Date: _____
Please Print Name here: _____

Procurement Services Approval: _____ Date: _____