



## PROCESS EXCEPTION

**Requesting Department/Division:** \_\_\_\_\_

**RFP # (If Appl.):** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Process Exception Request

Person Who Will be Departmental Contact for Bid

### Department/Divisional Approval of Process Exception

Department Head or Divisional Vice President or Director Reporting to the President (as applicable)

\_\_\_\_\_  
Requestors Name (Type or Print Legibly)

\_\_\_\_\_  
Approvers Name (Type or Print Legibly)

\_\_\_\_\_  
Requestors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approvers Signature

\_\_\_\_\_  
Date

**Provide Explanation for Process Exception (Attach additional sheets if necessary):**

Large empty box for providing explanation for process exception.

### Purchasing Department Approval:

\_\_\_\_\_  
Purchasing Agents Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Purchasing Signature

\_\_\_\_\_  
Date

**Travis Temeyer**

\_\_\_\_\_  
Purchasing Agents Name (Type or Print Legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interim Director, Purchasing

\_\_\_\_\_  
Date

