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|  |  |  | Authority Limit Waiver Request |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Agency Name: | |  | | | | | | Agency Number: | | | | |  | | |
| Agency Requisition #: | |  | | | | | | Purchase Order #: | | | | |  | | |
| Supplier Name: | |  | | | | | | Supplier FEI/SSN: | | | | |  | | |
| Original Amount ($): | |  | | | | | | Modified Amount ($): | | | | |  | | |
|  | | | | | | | | | | | | | | | | | |
| Type or Nature of service or product provided: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Department or division that requested service or product: | | | | | | |  | | | | | | | | | | |
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| Explanation of the inadvertent administrative error or unforeseeable circumstance which caused the acquisition to exceed the agency acquisition authority limit: | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | | |
|  | | | | |  |  | | | | | | | | | | | |
| Printed Name | | | | |  | Printed Title | | | | | | | | | | | |
| (   ) - | | | | |  |  | | | | | | | | | | | |
| Phone Number | | | | |  |  | | | | | | | | | | | |
| **Submit this form to the State Purchasing Director for review:** | | | | | | | | | | | | | | | | | |
|  | | | [**CP.Feedback@omes.ok.gov**](mailto:CP.Feedback@omes.ok.gov) | | | | | | | |
| ***(FOR STATE PURCHASING DIRECTOR USE ONLY)*** | | | | | | | | | | | | | | | | | |
|  | The waiver request has been: □ Approved; □ Denied | | | | | | | | | | |  | | | | |  |
|  |  | | |  | | | | |  | | |  | | | | |  |
|  | State Purchasing Director | | |  | | | | | Date |  | | | |  | | | |
|  |  | | |  | | | | |  | | |  | | | | |  |
|  | Comments: | | | | | | | | | | | | | |  | | |
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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.