|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Authority Limit Waiver Request |

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |       |
|  |
| 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** |
| ***(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.