

PRODUCT EXCEPTION REQUEST FORM

Please provide the following information and return to: **oci.customerservice@doc.ok.gov**

1. Request Date:	
2. Requesting Agency:	
3. OCI Customer Name (if different from above):	4. OCI Customer Number (if known):
5. Product requested for Exception:	
6. Please provide as much detail as possible for the item being requested for exception:	
a. Vendor:	
b. Product Name:	
c. Product Description (include size, color, material, etc)	
d. Quantity:	
e. Price each:	
	Additional cost:
	Shipping:
	Tax:
Total Price:	
f. Warranty information:	
g. Return policy:	
7. Reason for requesting exception:	
Any additional information including picture and spec sheet may be attached.	
8. Have you received a quote for this item from OCI in the last 30 days If Yes, give quote number:	
If No, a quote must be requested from OCI Customer Service and included as attachment with this form. OCI must be given sufficient notice, 30-60, days to comply with product requirements and customer needs.	
9. Has an exception been granted previously for this item: If Yes, please provide Date and Copy of last exception letter.	
Requestor Signature:	

Statute 549.1 (l) Exceptions from the mandatory provisions hereof may be made in any case where, in the opinion of the Office of Public Affairs, the article or product does not meet the reasonable requirements of or for such offices, departments, institutions or agencies, or in case where the requisitions made cannot be reasonably complied with. **No such offices, departments, institutions or agencies, shall be allowed to evade the intent and meaning of this section by slight variations from standards adopted by the Office of Public Affairs, when the articles, services, or products produced or manufactured by the Oklahoma Department of Corrections, in accordance with established standards, are reasonably adapted to the actual needs of such offices, departments, institutions or agencies.**