

To: Business Services

From: School/Department Requesting Purchase: \_\_\_\_\_ Date: \_\_\_\_\_

School/Department Contact Managing Form Completion: \_\_\_\_\_

Individual/Company Completing Work: \_\_\_\_\_

Staff Member with Potential Conflict of Interest: \_\_\_\_\_

Staff Member Position and Location in District: \_\_\_\_\_

Relationship between Individual/Company Completing Work and Staff Member with Potential Conflict of Interest: \_\_\_\_\_  
\_\_\_\_\_

Future Date When Services Will Be Rendered: \_\_\_\_\_

Estimated Price of Project: \_\_\_\_\_

**Purpose:** Select the category or categories that you are seeking a waiver for and provide a brief description related to the purpose for the request. Purchasing policy thresholds may not be waived through this request. For purchases/services at or above the \$10,000 policy threshold, contact the purchasing department ext. 1272.

Sale of goods or property: ☐ \_\_\_\_\_Services rendered: ☐ \_\_\_\_\_Has/will an Independent Contractor Agreement been/be initiated? YES ☐ NO ☐

**Justification:** Please provide OR attach a detailed justification related to the two questions below. Include drawings, items, or services being delivered, etc. Provide any relevant information that will support this waiver request.

1. What will the individual/company charge for this service? Is this rate more than, comparable to, or less than other potential suppliers? Please include OR attach advertised or quoted costs from other potential comparable suppliers.
2. What are the advantages to the school/department for this individual/company to complete the work, as opposed to another supplier where there is no potential conflict of interest? Please reference specific pricing information and/or any other applicable information.

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Signature - Principal/Administrator from School/Dept. Requesting Purchase

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Date

☐ Return to requestor with request approved.

☐ Return to requestor with request denied.

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CFO Signature

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Date

**Adopted:** May 5, 2006

**Revised:** March 31, 2010; July 1, 2015, July 1, 2016; September 5, 2017; August 10, 2020; July 1, 2021, March 6, 2023, September 18, 2023; July 1, 2024