

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: \_\_\_\_\_  
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

Estimated Cost: \$ \_\_\_\_\_

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

(Attach Additional Sheets if Necessary)

