



Office of Budget and Management

Written Contracts Policy Waiver

To be completed and attached to the requisition in OAKS when an agency determines that a written contract is not necessary under the circumstances as provided in the Written Contracts Policy.

Section 1

Agency: _____

Supplier Name: _____

Amount: _____

Requisition Number: _____

Short Description (Describe the nature of the purchase and basic requisition details):

Additional Comments:

Section 2 - Certification Statement Signature - To be completed by Agency Chief Fiscal Officer or Designee

"I am authorized and hereby certify that based upon consultation with counsel, my agency has determined that a written contract is not necessary under the circumstances"

Name: _____

Title: _____

Signature: _____

Date: _____