

Request for BOT Resolution Waiver

To prepare resolutions for the Board of Trustees please submit the following six (6) weeks prior to the Board of Trustees meeting.

SECTION 1: Contact Information			
Department:		Point of Contact:	
Email Address:		Phone / Extension:	
SECTION 2: Request			
Purchase Type:			
Describe reason for purchase below:			
FOAPAL (Fund, Org, Account, Program):			
Anticipated Annual Cost:			
Is the request for a previously approved resolution?		Resolution #:	
Type of supporting documentation included:			
SECTION 3: Contract Information			
Have you submitted your contract for review?		Contract #	
Start Date:		End Date:	
SECTION 4: Vendor Information			
Vendor Name:			
Has the vendor been setup in Banner?		Banner ID:	
SECTION 5: Approvals			
Department Head			
Signature			
Date			
Divisional Vice President			
Signature			
Date			

