

**MEMORANDUM**

TO: Dean W. Stotler  
Director, Government Support Services

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: **Request for Waiver from use of Printing and Publishing Services**

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In order to proceed with the below identified printing, I would like to request approval to use a private printing firm. I understand that 29 Delaware Code, §6308A(i) requires me to submit my printing request to the Printing and Publishing Office or request a waiver from use of their services. The Director of the Office of Management and Budget has delegated this approval authority to the Director of Government Support Services. I further understand that should this waiver be granted I must still comply with the small purchase procedures found in 29 Delaware Code, Chapter 69.

Title of publication: \_\_\_\_\_

Type of publication: \_\_\_\_\_

Purpose of publication: \_\_\_\_\_

Justification for not using Printing and Publishing: \_\_\_\_\_

Suggested Vendor: \_\_\_\_\_

I understand that should this waiver be granted it is for one-time and this print job only.

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Approval \_\_\_\_\_

Disapproval \_\_\_\_\_

Sincerely,

Dean W. Stotler  
Director, Government Support Services