

MEMORANDUM

TO: Dean W. Stotler
Director, Government Support Services

FROM: _____

DATE: _____

SUBJECT: Waiver Request for Use of More than Two Colors

In order to proceed with the below identified printing, I would like to request approval to use more than two colors in the processing of my order. Pursuant to Executive Order Number Thirty Nine issued in the du Pont Administration, Printing and Publishing, requires approval for printed materials exceeding two colors. The Director of the Office of Management and Budget has delegated this approval authority to the Director of Government Support Services.

Title of publication: _____

Type of publication: _____

Purpose of publication using more than two colors:

I understand that should this waiver be approved, it is for one-time and this print job only. I further understand that this is not a waiver from using Printing and Publishing to process my work order request as required by 29 Delaware Code, §6308A(i).

Agency Cabinet Level Approving Authority signature: _____

Approval _____ Disapproval _____

Sincerely,

Dean W. Stotler

Director, Government Support Services