

MEMORANDUM

TO: Peter Korolyk
Director, Government Support Services

FROM: _____

DATE: _____

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

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.

Approval _____

Disapproval _____

Sincerely,

Peter Korolyk
Director, Government Support Services