To: Purchasing Office  
From: _________________________________________  
Date: __________________________________________  
Subject: Exception Sought to University’s Office Furniture Standards  

Requisition #: __________  
Department #: __________  
Quote Obtained from Steelcase Dealer (If yes, please attach as support): ___(Y/N)  

Recognizing that items from the Columbia Line may not be suitable for use in all locations, exceptions may be permitted to purchase furnishings outside these established standards. Please indicate below which exception area you are submitting this request under and the justification in the area provided:

<table>
<thead>
<tr>
<th>1. Replacement of existing furniture in kind</th>
<th>2. Functionality, layout or Program requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Recycled or reconditioned furniture</td>
<td>4. Architectural Considerations</td>
</tr>
</tbody>
</table>

Exception # __________

Justification (include exact details, purpose, cost effectiveness, price competitiveness):

_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

Signature Requisitioner: ___________________  
Date: ___________________

Name of Requisitioner: ___________________  
Email: ___________________

Title: ___________________  
Phone: ___________________

TO BE COMPLETED BY THE VICE PRESIDENT, DEAN, CHAIR OR THEIR SENIOR FINANCIAL OFFICER.

I have reviewed the requisition and all supporting documentation, including this form. I consider the request appropriate and policy compliant, and support the request to use this vendor.

Signature: ___________________  
Date: ___________________

Name: ___________________  
Email: ___________________

Title: ___________________  
Phone: ___________________

PURCHASING DEPARTMENT  
Contract Officer Name: ___________________ Signature: ___________________ Date: __________