



# IPI Waiver Request Form

**Sales Office & Showroom:** 1445 E Grand Ave, Des Moines, IA 50316  
 P: 800-670-4537 | F: 515-725-8714 | [www.iaprisonind.com](http://www.iaprisonind.com)

See page 2 for information on the Waiver Request process and instructions on submitting this Waiver Request.

<p><b>Department:</b> Department of Human Services</p> <p><b>Address:</b> Council Bluffs Child Support Recovery Unit          300 W Broadway Ste 32          Council Bluffs, IA 51503</p> <p><b>Contact Person:</b> Michelle Batt</p> <p><b>Phone:</b> 712-242-2365</p> <p><b>Fax:</b> 515-564-4128</p> <p><b>Email:</b> mbatt@dhs.state.ia.us</p>	<p><b>Today's Date:</b> 8/04/2021</p> <p><b>Date to Complete Project:</b> _____</p> <p style="text-align: center;">_____  <b>State Agency Director's Signature</b></p>
--	--

### Explanation of Waiver Request:

Window envelopes from Specialty Graphics are \$148.74 for 2500, with a freight charge of \$13.36. This breaks down to close to \$0.06 (\$0.059496) per envelope.

IPI has advised that they are unable to proceed with any envelope orders until at least September 1, 2021. The Council Bluffs CSRU office had run out of window envelopes before that time. I was unclear on the instructions, and waiver was requested after order was placed at Specialty Graphics.

**Fill out completely the items to be purchased below or include an itemized quote with price, delivery and installation charges. For any modular order also include a copy of the drawing proposed. You may also attach your quote from the supplier you plan to purchase from in lieu of filling in the boxes below.**

### Product to Purchase:

Stock #	Vendor	Brand	Quantity	Made in USA		Cost	Extended
				Yes	No		
#10 Window Envelope	Specialty Graphics	Unsure	2500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$148.74	\$13.36 (freight charges)
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
<b>Total Extended Cost:</b>							

### Iowa Prison Industries Response:

WAIVER APPROVED - THANK YOU

Approval Signature