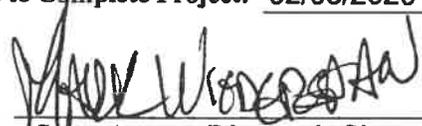




IPI Waiver Request Form

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

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

| | |
|--|--|
| Department: 284 - College Student Aid Commission Address: 475 SW 5th Street Suite D Des Moines, IA 50309 Contact Person: Jennifer Christensen Phone: 515-725-3416 Fax: 515-725-3401 Email: jennifer.christensen@iowa.gov | Today's Date: 02/13/2020 Date to Complete Project: 02/06/2020  State Agency Director's Signature |
|--|--|

Explanation of Waiver Request:

Need inexpensive shelving for Executive Director's office in short timeframe. Selected shelving from IPI is no longer available. Requesting permission to purchase an inexpensive bookshelf kit (under \$200 total cost) from the Staples.com Master Agreement. Orders over \$35 on the Staples Master Agreement do not have shipping costs.

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 | | |
| See Attached | | | | <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"/> | | |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Total Extended Cost: | | | | | | | |

Iowa Prison Industries Response:

Approved - Thank You


 Approval Signature

Fax or E-Mail Request to IPI at (515) 725-8714 or bob.fairfax@iowa.gov