

University of Houston System (UHS) Request for Cooperative Contract Variance

UHS Campus: _____ Department: _____

Requisition#: _____ Vendor Name: _____

Name of Cooperative/Group Purchasing Organization: _____

Cooperative Contract Number and Expiration: _____ Date: _____

Estimated purchase or contract value including all possible extensions: _____

Describe commodities or services to be purchased, the proposed use, and the benefits to the University.

Justification to exceed UHS Cooperative limits: \$500k for commodities and \$250k for services.

Sequential Review and Approvals

Title	Printed Name	Signature	Date
Dean/Director	_____	_____	_____
Division Business Administrator	_____	_____	_____
Campus Purchasing Director*	_____	_____	_____
Campus Chief Financial Officer	_____	_____	_____
SVC/SVP for Admin. & Finance	_____	_____	_____

If the purchase is \$1,000,000 or greater, the approval of the Board of Regents is required.

Board of Regents Approval Date: _____

Please attach the original purchase requisition, supporting documentation, contract (if applicable), and board approval (if applicable).

**By signing I affirm that the University's requirement scope of work comports with the cooperative contract's scope of work.*