

STATE OF DELAWARE

AFTER THE FACT WAIVER REQUEST



The State accounting policy requires a purchase order for any obligation over \$10,000, prior to the purchase of a good and/or service.

The State is not liable for goods or services unless and until proper compliance of accounting procedure has been met. In the event of non-compliance, the vendor may look for payment to the employee who wrongfully purported to obligate the State.

Requesting Organization Information			
*Date of Request:			
*Organization Name:			
Organization Street Address:			
Organization City Address:			
*Requestor Name:			
Requestor Title:			
*Email Address:			
*Phone Number:		SLC Code:	
*Supplier Name:			
*Amount:			
*Description of Items:			
*Reason for Requesting Waiver:			
*Purchase Order Number:			
Requestor Approval			
*Cabinet Secretary/Organization Head/Superintendent Name:			
*Cabinet Secretary/Organization Head/Superintendent Signature:			

(*) denotes required

If Amount is \$50,000 or greater - submit to OMB_AfterTheFact@delaware.gov

If approved by the Office of Management and Budget and Department of Finance, this form and the contract (if applicable) must be attached to the purchase order.

Office of Management and Budget and Department of Finance -----Office Use Only-----

Approved _____ Denied _____

Approved _____ Denied _____

X _____ Date: _____

Director – Office of Management and Budget

X _____ Date: _____

Secretary – Department of Finance