



Office of Budget and Management

Timothy S. Keen, Director

John R. Kasich, Governor

Written Contracts Policy Waiver

To be completed and attached to the requisition in OAKS when an agency determines that a written contract is not necessary under the circumstances as provided in the Written Contracts Policy.

Section 1

Agency: _____

Supplier Name: _____

Amount: _____

Requisition Number: _____

Short Description (Describe the nature of the purchase and basic requisition details):

Additional Comments:

Section 2 - Certification Statement Signature - To be completed by Agency Chief Fiscal Officer or Designee

"I am authorized and hereby certify that based upon consultation with counsel, my agency has determined that a written contract is not necessary under the circumstances"

Name: _____

Title: _____

Signature: _____

Date: _____