

CRS Emergency Local Purchase Approval Waiver Request

(To be completed by requesting CP)

In order to increase the Agency's capacity regarding international procurements in support of the _____ (event) emergency, the _____ program/region is requesting a waiver of the policy requiring Baltimore Purchasing department approval of purchase requests valued at \$5,000 or above.

Emergency Event: _____

Requested Start Date for Waiver: _____

Requested End Date for Waiver: _____

Requesting Official's Printed Name: _____
(CR or above)

Requesting Official's Signature: _____

Request Date: _____

CRS Emergency Local Purchase Approval Waiver Approval

(To be completed Global Purchasing Director and CFO)

At the request of _____, (cp or region) the Baltimore Purchasing Department grants a temporary waiver of the requirement to seek Baltimore Purchasing department approval of purchase requests valued at \$5,000 or above.

Use of this waiver is contingent upon the following conditions and limitations:

The waiver is effective only between:

Start Date: _____

End Date: _____

This waiver is applicable only for procurement of commodities and services for CRS emergency assistance for the _____. (Emergency event)

The country program or region must follow all other applicable regulations and procedures regarding use of and accounting for all funds.

Head of Global Purchasing: _____

Signature: _____ Approval Date: _____

CRS CFO: _____

Signature: _____ Approval Date: _____

Copy: CRS Internal Audit