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| **Policy Exception Form** |
| This form should be completed for all computer purchases where exception from normal configurations is proposed. |
| School/Institute: | Quote #: | Preferred Supplier: | Estimated Value: |
|   |   |   |   |
| Description of configuration required: |
|   |
| Justification for policy exception: |
|   |
| Policy exception requested by: |
| Name: | Signature: | Date: |
|   |   |   |
| Policy exception Approved by: |
| Name: | Signature: | Date: |
|  |  |  |