



ServMart Waiver Form

Instruction: This Waiver form will be completed prior to purchasing product other than from the MCB K-Bay ServMart Store.

Do not modify this form. Modified versions of this form will not be accepted.

FROM:

Name:	RUC#/ DoDAAC:
Phone:	Email:

Subject: REQUEST FOR WAIVER

Items Requested:

Part Number	Description	QTY	Price	Recurring Demand Item (Y/N)	Justification

Justification Legend: 1 – Not Available at ServMart; 2 – Delivery Too Long; 3 – Other (List Reason)

Approving Officials Signatures:

	Name & Title	Signature	Date
GSA			
MSC			
LCI			

ServMart Decision:

Waiver Request is Approved

Waiver Request is Denied

Reason for Denial:

Forms will be valid for 6 months (180 calendar days) from date of final signature.