Print Form

Exemption # _____

CDCR Use Only

Attachment A

CALIFORNIA PRISON INDUSTRY AUTHORITY (PIA) EXEMPTION REQUEST

Use this form to request an exemption from CALPIA for all products and/or services provided by CALPIA. This approved form or a formal exemption letter, constitutes CALPIA's written approval and must be maintained with the requesting department's purchasing documentation file as proof of exemption approval.

CALPIA
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All highlighted information must be provided to complete your request.

Requesting Department Information	
Agency: California Department of Corrections and Rehabilitation	**Institution/Department (if applicable):**
Approval required by either a Procurement and Contracting Officer (PCO) or Designee:	(Type names. Do not sign. Must be same as signature below.)

Institution/Department Contact Information	
Procurement Officer:	**Street Address:**
Signature:	
Telephone: **FAX:** **E-Mail:**	**Mailing Address:**

Required Contract Information		
Contractor Name:		
Contractor Address:		
Purchase Order Total:	**Attach Copy of Purchase Order and Include Number here:** (or attach quote sheet)	**Requested Delivery Date:**

Provide a brief description of the items requested in this Exemption Request including all goods and/or services the contractor will provide: (Attach additional information if necessary).

Justification for Exemption Request: (To expedite your request, please provide an explanation as to why CALPIA cannot provide the goods and/or services needed) Attach additional information if necessary (i.e., catalog photocopy)

Required Approvals	
Procurement and Contracting Officer (PCO) or designee: _____ **Signature/Date**	**California Prison Industry Authority Sales Manager or designee:** ☐ Approved ☐ Denied _____ **Signature/Date**

Remit completed form to: CDCR/PIA, Liaison
560 East Natoma Street, Folsom, CA 95630-9940
FAX: (916) 358-2660