

Exemption # \_\_\_\_\_

**CDCR Use Only**

Attachment A

**California Department of Corrections and Rehabilitation Exemption Request Form**



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.



All highlighted information must be provided to complete your request.

**Requesting Department Information**

<b>Agency:</b> 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 the same signature below)

**Institution/Department Contact Information**

<b>Procurement Officer:</b>  Signature:	<b>Street Address:</b>  <b>Mailing Address:</b>
Telephone: FAX: E-mail:	

**Required Contract Information**

<b>Contractor Name:</b>		
<b>Contractor Address:</b>		
<b>Purchase Order Total:</b>	Attach Copy of Purchase Order and include Number here: (or attach quote sheet)	<b>Requested Delivery Date:</b>

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). Medical exemptions require the CALPIA Medical Exemption Authorization form to be attached.

**Required Approvals**

<b>Procurement and Contracting Officer (PCO) or designee:</b>  Signature _____ Date _____	<b>California Prison Industry Authority Sales Manager or designee:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Signature _____ Date _____
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**Submit completed form to:** CDCR  
 Department, Procurement & Contracting Officer  
 Via email to: [BMB-HelpDesk@cdcr.ca.gov](mailto:BMB-HelpDesk@cdcr.ca.gov)