



Request for Waiver of University of Houston-Clear Lake Insurance Requirements

Department should complete Section 1 and email to Contract Administration at UHCLProcurement@uhcl.edu.

Allow five business days for Contract Administration to process this request.

Additional time should be allowed to process the contract.

Section 1: Department / Contract Information

Contracting Department: _____

Contact Person: _____

Phone: _____ Email: _____

Contractor Name: _____

Contract Term: Beginning: _____ Ending: _____

Detailed description of services to be contracted:

Services to be rendered at (name and physical address of the location):

Departmental justification for waiver request:

Section 2: Contract Administration Response

Waiver Approved

Waiver Denied

Approval of COI

Contract Administration justification for approval/denial:

Contract Administrator's Signature: _____ Date: _____
Catina Chapman, Associate Director

Section 3: Override of Contract Administration response by Upper Management

Upper Management justification for override:

Upper Management Signature: _____ Date: _____

Upper Management Name and Title: _____