



U.S. Fish and Wildlife Service

Information Technology Waiver Request Form

Date: _____

Region: _____	Program Office: (Where Equipment will be used.) _____
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Name of Intended User: _____

Waiver Category:

<input type="checkbox"/> Waiver from Standard Configuration	<input type="checkbox"/> Waiver from BPA and Selected Vendor
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Description:

<input type="checkbox"/> Desktop	<input type="checkbox"/> Laptop	<input type="checkbox"/> Server	<input type="checkbox"/> Storage Device	<input type="checkbox"/> Monitor
<input type="checkbox"/> Other (Describe) _____				

Type:	_____
Model:	_____
Vendor:	_____
Number of Units:	_____
Total Estimated Cost:	_____

Waiver Justification: *(Describe purpose of new equipment and explain why the standard configuration and/or vendor is not acceptable. Also, explain impact on mission if request is not approved. **Waiver package must include: 1. Waiver form signed by appropriate CTO, 2. Acquisition Request, and 3. Hardware specifications. Incomplete packages will be returned without further consideration.**)*

Requested by: _____
Regional or Program Chief Technology Officer Date

Approved: _____
FWS Chief or Deputy Chief Information Officer Date