Purchase of Remanufactured Toner Cartridge
Request for Exception Review

To support our green and sustainability initiatives, the university has standardized on the purchase of remanufactured toner cartridges. Through a competitive bid with local and national suppliers, Mikan Corporation and OfficeMax were awarded strategic contracts for toner cartridges. University units and departments should direct all toner purchases to Mikan and OfficeMax. For specific equipment where remanufactured cartridges are not available, the purchase of OEM (“original equipment manufacturer”) cartridges from Mikan and OfficeMax is acceptable.

Requests for an exception will be considered by Procurement Services. To request an exception review:

- Complete this form and submit it by email to strategicca@umich.edu, or fax to 734-615-6235.
- The completed form must be signed by a Dean or Director.
- Allow up to 5 business days for the review process. A Strategic Contract Administrator will contact the Requestor listed on this form with the results of the review.

Requestor Name (print or type): 
Requestor Email: 
Requestor Dept: 
Phone: 
Fax: 

Print Make & Model #: 
Toner part # required: 

Business purpose for the item(s) (define in what capacity the printer is used):

Reason(s) remanufactured toner cartridges cannot be used:

Identify which Strategic Supplier (Mikan or OfficeMax) you propose to purchase OEM cartridges from:

Identify what shortcode will be used for purchase:

____________________________________  ____________________________
Dean or Director Signature  Date

Dean or Director Name (print)  Printed Title

COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL OF THE EXCEPTION REQUEST.

PROCUREMENT SERVICES RESERVES THE RIGHT TO COMPETITIVELY BID, NEGOTIATE PRICING OR SOLICIT ADDITIONAL INFORMATION AND REMAINS THE FINAL AUTHORITY ON ALL PROCUREMENT ISSUES.

To be completed by Procurement Services

<table>
<thead>
<tr>
<th>Approved:</th>
<th>Yes</th>
<th>No</th>
<th>Reviewed by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>