



CITY OF SYRACUSE, MAYOR BEN WALSH

Division of Purchase

Certificate of Necessity for Waiver of Bid Advertisement

I hereby request that this Certificate of Necessity be signed by the Mayor of Syracuse and Director of Purchase to procurement the materials, suppliss, equipment and/or services enumerated herein without advertisement for bids.

Requested by:

Date:

Title:

Department:

DESCRIPTION AND JUSTIFICATION:

(Use additional sheets if necessary)

Purchase Req. No:

Cost Estimate:

Vendor:

Purchase Description:

Justification:

To: Office of Management and Budget

Division of Purchase

Recommended (check one): ☐ Approved

☐ Disapproved

By:

Purchase Director

Date:

To: Mayor

Recommended (check one): ☐ Approved

☐ Disapproved

By:

Mayor, City of Syracuse

Date: