

REQUEST FOR PROJECT EXEMPTION CERTIFICATE (PEC)

To: Director of Purchasing

A Project Exemption Certificate is needed for the project described below:

Requisition or Purchase Order Number: _____

Type of Project: _____

Building, including Room or Section: _____

Present Use of Facility: _____

Proposed Use of Facility After Project: _____

Project Location: ☐ Washburn University of Topeka ☐ KTWU N. Wanamaker
☐ Washburn Tech ☐ Washburn Tech at Forbes Field, AST

Estimated Project Cost: \$ _____

(THIS IS THE AMOUNT OF THE TOTAL PROJECT)

Project Number: _____

Contract Number: _____

Contract Date: _____

Project Start Date: _____

Estimated Completion Date: _____

Contractors (Please Provide Name and Address, Attach Additional Page If Needed):

Authorized Representative (Requestor)

Date

Purchasing Department

Request Submitted Date: _____

Revised 04/17/2025