

MVE WAIVER (CERTIFICATE OF RELEASE) INSTRUCTIONS

Missouri Revised Statutes Section 217.575 provides that state or political subdivisions are required to purchase MVE goods or services. Exception requests must be submitted on the Certificate of Release (referred to as Waiver) form which follows. Please submit your waiver request via email to MVE at the following email address:

leon.imler@doc.mo.gov

- Request for waiver should be submitted prior to purchase from an outside source.
- Upon receipt of waiver, MVE Administration will provide approval/disapproval within two business days. MVE will email the approved/disapproved waiver to the contact person listed on the form.
- If approved, MVE will assign a Certificate of Release number. Approved waivers are valid for a one-time purchase only and must be purchased within 90 days from approval date unless stated otherwise.
 - Requestor should enter Certificate of Release number in the COMMENT field in SAMII or attach the waiver in MissouriBuys. MVE will review the purchase documents and will be able to process in a timely manner if this information is included.
- If you have not received a response within two days, you may contact MVE Resource Manager at 573/522-2939.

Instructions:

1. Section 1 – Please complete all information for the requesting agency, including email address so we can return waiver to you.
2. Section 2 – Vendor information
 - a. Enter vendor name and address for the vendor you wish to purchase from.
 - b. The item information is for the items/services you wish to purchase from the vendor – not MVE information.
 - c. Include item number, description, material, color, quantity, unit price and total price for all items including shipping fees.
 - d. Furniture, chairs, metal and engraving – attach a picture or drawing.
 - e. Clothing – attach picture and graphic file; include brand name, style number, fabric blend, all specifications and special properties, color, size and quantity.
 - f. Chemicals – please attach a Safety Data Sheet.
 - g. Justification as to why the item(s) cannot be provided by MVE (i.e., delivery requirements, cost, style issues, etc.)
3. Section 3 – This section is for MVE use only. Do not sign here!

Thank you for your business!

MVE Sales Department

Please complete the waiver, save to your computer, and email the saved document to leon.imler@doc.mo.gov

REQUEST DATE	RELEASE # (MVE use only)
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CERTIFICATE OF RELEASE (03/10/20)

MISSOURI STATUTE 217.575

Section 1	REQUESTING AGENCY			
	Department	Division	Unit	Contact Person
	Street Address			Phone Number
City – State – Zip			Email Address	

Section 2	VENDOR INFORMATION				
	Vendor Name:				
	ITEM NUMBER	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE	TOTAL PRICE
			Shipping Fees		
			Grand Total		

Why is a waiver requested?

If you have already discussed with MVE, please provide a brief summary of conversation, including names and dates.

Section 3	FOR MVE USE ONLY			
	<input type="checkbox"/> Approved. Unless otherwise stated, this waiver is for a one-time purchase and must be purchased within 90 days.			
	<input type="checkbox"/> Denied.			
MVE Comments:				
Reviewed by (signature)	Print Name/Title	Date	Date Returned to Customer	