

# CSI Exception Request

Procuring Agency:

Date:

Requisition Number:

Product To Be Provided:

Reason for Exception Request:

1. CSI Equivalent Product - Cost, Quality, and Materials  
*CSI offers a similar product but at greater cost **AND** lesser quality **AND** materials*
2. CSI Equivalent Product - Production Delayed Due To Supplies  
*CSI offers a similar product but supply chain issues cause the product to be unable to be manufactured*
3. CSI Equivalent Product - Special Circumstance  
*CSI offers a similar product of lesser quality **OR** materials **OR** at a lower cost but product doesn't meet the reasonable requirements of the agency*
4. CSI **Does Not** offer the product requested

Funding: (Indicate Percentage)

Federal	%	Estimated Dollar Amount of
State	%	Contract or Purchase Order: \$

Additional Information:

Required Items:

1. Vendor Quote
2. CSI Review and Signature (Page Two)

By signing below, the procuring agency is asserting that the information on this page and on any accompanying material, including the information provided on the justification form is complete and accurate to the best of the procuring agency's knowledge. The procuring agency is solely responsible for the information provided to the Materiel Division and understands and acknowledges that the Materiel Division will rely on this information to consider/process this request.

Signature of Procuring Agency

Title:

---

**TO BE COMPLETED BY CSI REPRESENTATIVE**

**CSI Comments:**

Date Reviewed

CSI Deputy Director or Designee

---

**MATERIEL DIVISION USE ONLY BELOW**

Materiel Administrator or Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_

DAS Director or Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Required)*

Exception Approved

Exception Denied

NDCS Director or Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*(If Required)*

SPB Comments: