

**Lansing Community College  
Solicitation Waiver Request Form**

*The intent of the LCC Contractor Solicitation Waiver Request process is to prevent interference with the educational activities and business operations of the College. The completed Solicitation Waiver Request Form must be submitted to FS-Purchasing@star.lcc.edu. Approved and Denied waivers will be emailed to the requester. No solicitations on LCC property will be allowed without an approved Solicitation Waiver Request Form.*

Business/Organization Name:

Address:

Type of Business & Purpose of Solicitation:

Business Phone & Email Address:

Authorized Business/ Organization Signature: \_\_\_\_\_

Printed Name & Title of Authorized Signer: \_\_\_\_\_

Title of Authorized Signer: \_\_\_\_\_

Date: \_\_\_\_\_

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**CONTRACTORS DO NOT WRITE BELOW THIS LINE**

Solicitation Request has been  Approved  Denied

Special Comments/Instructions

Authorized College Signature: \_\_\_\_\_

Printed Name and Title of Authorized College Signer: \_\_\_\_\_

Date: \_\_\_\_\_