CALPIA
Quality Products ★ Changed Lives ★ A Safer California

For CALPIA Use only

General State Agency Exemption Request Form

Use this request form to request a purchase exemption for CALPIA products and/or services. This form does not apply to California Department of Corrections (CDCR) facilities or Modular Systems Furniture orders.
CALPIA exemption letters must be maintained in the department's purchasing file as proof of exemption approval.
To expedite your request, please provide all information below.

Department:	Approval required by either a Procurement and Contracting Officer (PCO) or Designee:

Department Contact Information

Contact Name:	Street Address:
Telephone:	
Fax:	Mailing Address:
E-Mail :	

Vendor Information

Vendor Name:

Vendor Address:

Purchase Order Total	Purchase Order Number	Quantity for Each Line Item Requested	Requested Delivery Date

Provide a description of the items requested in this exemption request including all goods and/or services the contractor will provide:
(Attach additional information if necessary (i.e., catalog photocopy)

Justification for Exemption Request: (To expedite your request, please provide a detailed explanation of the reason for your request.)
*Medical exemptions require the CALPIA Medical Exemption Authorization Form to be attached.

Required Approvals

Procurement and Contracting Officer (PCO) or designee:	California Prison Industry Authority Sales Manager or Designee: ☐ Approved ☐ Denied
Signature/Date	Signature/Date

Remit completed form to: California Prison Industry Authority
Sales Branch
2125 19th Street
Sacramento CA 95814
salesinfo@calpia.ca.gov

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