

### **THE SUPPLY ROOM COMPANIES WAIVER PROCESS**

Send an email request to Becky Martin at [bmartin@thesupplyroom.com](mailto:bmartin@thesupplyroom.com) requesting the item(s) needed. Becky will provide a quote on the item(s). If she cannot provide the item(s) or if she cannot meet the pricing obtained from a "like" vendor (Office Depot, etc.) she will reply as such via response to your email. Becky's response time from receipt of your email is typically within 24 hours.

If Becky Martin is out of the office, she will have an out of office message as to who to contact for waivers. Please read the entire out of office notice as Becky will have a list of separate points of contacts depending on your needs. However, the primary point of contact, for waivers, in her absence is Ron Lindsey at [rlindsey@thesupplyroom.com](mailto:rlindsey@thesupplyroom.com).