



BUSINESS WAIVER REQUEST FOR ADDITIONAL GOVERNMENT FURNISHED EQUIPMENT(GFE) OUTSIDE STANDARD EQUIPMENT PACKAGE

1. REQUESTER INFORMATION	
Name	Telephone Number
Please identify Employment Type: (USAID Direct Hire, PSC, PSSA/PSSA, Intern/Fellow, or Institutional Contractor)	
Work Location/Address	B/IO/M (Division)
E-mail Address	Date of Request
If you are completing the form on behalf of an applicant, provide your name, work location/address, telephone number, and relationship to the applicant.	
2. SPECIFY THE SPECIFIC GFE REQUESTED (Please be as specific as possible: model, type, quantity, etc)	
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3. PROVIDE BUSINESS JUSTIFICATION/REASON FOR EACH DEVICE BEING REQUESTED (Please be as specific as possible and provide rationalization why additional GFE(s) needed to conduct official Agency business).	

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If GFE request is time-sensitive, please explain the need for expedited service:

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RETURN FORM TO AMS Officer
(AMS Officer will assign Log Number)

4. Signature of Requester	5. Log Number
6. Name of Receiving Official (if other than AMS Officer)	7. Signature of Receiving Official (if other than AMS Officer)
8. Name of B/IO/M Manager/Director	9. Signature of B/IO/M Manager/Director
10. Name of B/IO/M Contractor Officer Representative	11. Signature of B/IO/M Contractor Officer Representative

Reminder: If approved, M/CIO will notify the B/IO/M AMS/EMT or EXO and provide a quote for the cost of the additional IT asset. The B/IO/M must approve the cost and initiate an order through an M/CIO-approved blanket purchase agreement (BPA). The requesting B/IO/M is responsible for funding all annual maintenance costs for the additional IT asset (e.g., desktop, laptop, tablet or mobile phone) and associated equipment.

This form is necessary for record-keeping purposes.



PRIVACY ACT STATEMENT

Pursuant to the Privacy Act of 1974, 5.U.S.C. § 522a, USAID furnishes the following statement to individuals supplying information for a request for a reasonable accommodation at USAID.

AUTHORITY: Sections 501, 504, and 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, 794, 794d.

PURPOSES AND ROUTINE USES: USAID collects this information for use in determining whether individuals are entitled to a reasonable accommodation. This information is collected and maintained by USAID.

Information collected in connection with a request for reasonable accommodation is confidential. It is shared only with Agency officials or Agency contractors who need to review the information to make determinations on a reasonable accommodation request.

EFFECT OF NONDISCLOSURE: **Supplying the information is voluntary on your part.** However, without requested information, USAID will not be able to process requests for reasonable accommodation.