

MEMORANDUM

To: General Service Department, State Purchasing Division, Contract Review Bureau
From: [Agency Name]
Date: [Enter Date]
Re: [One-Time Deviation Request] or [Blanket Deviation Request]

Note: (Blanket deviations require signature line for GSD Cabinet Secretary approval)

AGENCY NAME request deviation(s) from the standard contract template language as follows:

1. **[Enter the ARTICLE NAME and number being changed, added/removed] and Reason for the change**

GSD Cabinet Secretary
(Required for Blanket Deviation Requests)

Date

Please attach the red-lined “track change” version of contract to this memo for SPD legal review