

Third-Party Supplier Background Check

Policy Exception Request

For Internal Use Only

Any requests to waive or modify contractual requirements for **third-party supplier background check** (Emory Policy 2.133)must be submitted through the respective school/unit Chief Business Officer (CBO). If the CBO supports the exception, this form must then be submitted to Procurement and Support Services [emory.fsc@emory.edu](mailto:emory.fsc@emory.edu). The review of the exception request will be conducted by Procurement and Support Services with assistance, if necessary, from the Office of the General Counsel and Office of Risk Management. Please allow up to 10 business days for the initial review.

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| Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CBO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Third-Party Supplier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates Granted for Exception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason and Justification for the Exception Request:  FOR OFFICE USE ONLY: EXCEPTION REVIEW DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  APPROVED. YES. NO |