

**STAPLES AUTO-SUBSTITUTION
OVERRIDES REQUEST**

University Hall 180
Phone: (818) 677-2301
Fax: (818) 677-6544
Mail Code: 8231
Email: purch@csun.edu

If a product is found to be substantially inferior in quality and not usable, submit this request form to [Deborah Flugum](#), Director, Purchasing & Contract Administration.

DEPARTMENT/COLLEGE/DIVISION: _____

Auto-Substituted Product Item#: _____ Product Description: _____

Requested Product Override Item Number & Description, including Brand Name:

Reason for Override: _____

Auto-Substituted Product Item#: _____ Product Description: _____

Requested Product Override Item Number & Description, including Brand Name:

Reason for Override: _____

Auto-Substituted Product Item#: _____ Product Description: _____

Requested Product Override Item Number & Description, including Brand Name:

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