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**STATE OF TENNESSEE**

**DEPARTMENT OF TRANSPORTATION**

**xxx division**

SUITE X00, JAMES K. POLK BUILDING

505 DEADERICK STREET

NASHVILLE, Tennessee 37243-1402

(615) 741-2848

 **BUTCH ELEY** **BILL LEE**

 COMMISSIONER GOVERNOR

TO: Mr. Benjamin Price or Jeff Jones

 Assistant Chief Engineer of Operations/Design

FROM: Division Director

DATE: Month day, year

SUBJECT: **Proprietary Item Request and Justification**

**Project Number/ Contract Number/ PIN Number**

The (fill-in the name of the requesting Division/Local Agency) request approval to utilize the following patented or proprietary product in accordance with the allowable procedure in TDOT SOP 1-5: ☐ Certification, ☐Experimental/Research, or ☐Justified Need.

**Project Description**

Provide a brief, overall project description. It should include (Project Number/ Contract Number/ PIN Number etc.)

**Patented or Proprietary Product requested**

Identify the manufacturer and name/model of the product seeking approval for use

**Certification or Experimental/Research, or Justified Need**

Complete this section with the narrative as required in the TDOT SOP 1-5, Procedures for Using Patented or Proprietary Products for the respective method

If you have any questions or comments, please contact (give contact information for the person that can answer questions)

I, (fill-in the name of the appropriate Division Director), Division Director, of the Tennessee Department of Transportation, do hereby certify that in accordance with the requirements of Procedures for Using Patented or Proprietary Products (SOP 1-5) that it is in TDOT’s best interest to use the patented or proprietary product specified.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 Assistant Chief Engineer of Operations/Design