|  |  |  |  |
| --- | --- | --- | --- |
| **Title of purchase / project** |  | **Contract duration** |  |
| **Value of purchase (£)** |  | **Source of funds** | GrantChestBoth |
| **Proposed supplier**  |   |
| **Reason(s) for exemption:**(Please tick all relevant boxes) | Technical compatibility  |  | Protection of exclusive rights |  |
| Single provider  |  | One-off, unique opportunity of significant value |  |
| Extension of an existing contract |  | Extreme urgency, unforeseeable and not attributable to requester |  |
| Specified in grant award |  | Overriding University interest (not meeting the requirements for any other dispensation)\* |  |
| **Justification:**(Please refer to points for consideration in the Guidance Notes) | **Supplier selection:** (Please state if supplier has previously dealt with the Department or wider University)**Acceptance of University terms and conditions / previously agreed terms: Yes** |
|  | **Name** | **Department** | **Date** |
| **Shopper** |  |  |  |
| **Comments (optional)** |  |

\*For non-preferred suppliers this form must be completed by shoppers to demonstrate that they has given due consideration to supplier selection for purchases above £1k.

\*\*For values over £25k please use the Tender Exemption Form