|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of purchase / project** |  | | | | | **Contract duration** | |  |
| **Value of purchase (£)** |  | | | | | **Source of funds** | | Grant  Chest  Both |
| **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