**THIS FORM CAN ONLY BE USED FOR PURCHASES OF GOODS, SERVICES OR WORKS BELOW £50,000 AND CAN NOT BE USED WHEN FUNDED PARTLY OR FULLY BY ESIF**

For purchases above £50,000 or funded by ESIF please contact procurement@exeter.ac.uk

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| **SECTION 1: PURPOSE OF THIS DOCUMENT (INFORMATION ONLY)** |
| * A waiver of the University’s procurement regulations entails buying from a supplier not selected via a competitive or compliant method.
* This form records why the requestor would like to purchase goods/services/works outside the University Regulations or legal requirements (PCR2015)
* This form should only be completed if you are intending to waiver from the University Regulations. NB: if you have sought quotations but suppliers have been unable or unwilling to provide compliant responses, as long as you retain evidence then completion of this form is not required.
* For research funded purchases it is the requestor’s responsibility to discuss with their research team to confirm, prior to completing the form, that the funding body will allow purchases without competition.
* Complete all sections fully and to the best of your knowledge. All information is required for approval and audit purposes.
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| **SECTION 3: DETAILS OF REQUEST (TO BE COMPLETED BY REQUESTOR)** |
| Requestor Name  |        | Contact Number |  |
| Department |  | Position |  |
| Supplier Name |  |
| Description of goods and services requested  |  |
| **SECTION 4: FINANCIAL INFORMATION (TO BE COMPLETED BY REQUESTOR)** |
| * The *“total cost*” identified in Section 5 must include all costs associated with the purchase
* Delivery, installation and commissioning costs
* Training costs
* Ongoing Service and maintenance costs (for equipment/software purchases)
* Consumables (for equipment purchases)
* Aggregation rules mean that you must disclose any estimated spend you will have with the supplier up to a maximum of 4 years. Tick which statement most fits your purchase:

[ ]  One off purchase of goods or services – where there is no commitment or requirement to buy anything further from this supplier[ ]  Initial purchase of goods or services with ongoing purchase required – where there is a requirement to buy further consumables, service/maintenance, product support, further work within 4 years (e.g. consultancy services)* Estimated expenditure stated at section 5 should be excluding VAT
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| **SECTION 5: EXPENDITURE (TO BE COMPLETED BY THE REQUESTOR)** |
| Funded by: (e.g. College or service funds, capital, a research body) |  |
| Total cost:(see definition) | £ |

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| **SECTION 6: FUNDING AND JUSTIFICATION (TO BE COMPLETED BY REQUESTOR)** |
| **IMPORTANT:**If the goods, services or works are partially or fully funded by a research grant or external funding check your grant or funding conditions permit a single source waiver before submitting this request. Supplement information regarding grants can be found on the procurement website: <http://www.exeter.ac.uk/finance/procurement/buying/> Which of the following statements best matches your proposed justification for waiving the University’s Procurement regulations?[ ]  There is a clear benefit from maintaining continuity with an earlier project. The benefits must outweigh any potential financial advantages to be gained by competitive tendering.[ ]  The required timescale for delivery genuinely precludes competitive tendering and was outside of the University’s control.[ ]  The Goods/Services/Works can only be provided by a particular supplier due to Technical Reasons (please provide full description below) [ ]  The maintenance or repair of equipment by the manufacturer to maintain warranty, compliance or output consistency (i.e. warranty would be invalided if the equipment was to be maintained or repaired by a party other than the manufacturer) is necessary.  |
| **SECTION 7: INFORMATION TO JUSTIFY THIS REQUEST (TO BE COMPLETED BY REQUESTOR)**  |
| Please expand your reason selected in Section 6:*Please attach supporting documents if required.* |

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| **SECTION 8: REQUESTOR APPROVAL**(Required for all waiver requests) | **Section 9: DIRECTOR OF COLLEGE OPERATIONS/SERVICE HEAD**(Required for all waiver requests) |
| Date: ………………Comments:Signature:……………………………………………………………Name: ……………………………………………………………… | Approved Rejected Date:………………Comments:Signature:……………………………………………………………Name: ……………………………………………………………… |