

**REQUEST FOR SOLE SOURCE AND
EXEMPTION FROM COMPETITIVE BID PROCESS**

Initiator Name: _____ **Division:** _____

Description of Goods and Services – Attach separate document if necessary:

Requisition Number: _____
Approximate value of goods and services: \$ _____

Reason(s) for Exemption Request – Please be detailed and specific – Attach separate document if necessary:

Who are competitors or manufacturers?

Recommended by Dean/Director/AVP

Name: _____ **Signature:** _____

Reviewed by Procurement Services:	<input type="checkbox"/> Recommended
	<input type="checkbox"/> Not Recommended
Comments:	

Name: _____	Signature: _____

If approved: Expiry Date: _____
Comments:

Signature (only if approved): _____
Title: _____ Name: _____