ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

Waiver of Competitive Process **Waiver #:** _____

As per Purchasing policy, the following form must be completed for all emergency, sole source, and single source purchases for justification of the decision to bypass the competitive procurement process.

SUPPLIER NAME: _____

PROPOSED PURCHASE VALUE: _____ **DATE OF ORDER:** _____

Please check off one of the following:

- ☐ **Sole Source (only manufacturer/vendor/contractor, only approved source, no alternative source)**
- ☐ **Single Source/Proprietary/Patented/Warranty Item/Purchasing Consortium Agreement**
- ☐ **Emergency Purchase, Health & Safety Requirement, Security Requirement**
- ☐ **Issue of Compatibility, Technical compatibility, matching**
- ☐ **Ministry Funding where time is a critical factor**
- ☐ **Other Explanation**

Please provide an explanatory note to support the above reason selected;

We, the undersigned, understand the Board's Purchasing Policy and have researched this purchase with due diligence, and believe this purchase complies with the policy's intent.

Requestor	Date	Supervisor	Date
_____	_____	_____	_____

Reviewed and Approved:

_____ _____
Finance Officer-Procurement Date

_____ _____
Superintendent of Finance and Business Services Date

OFFICE USE

_____ _____ ☐ Copied to Requestor
Purchase Order Number Date of Issue

PUR-600 **03/20/14**

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