



Northeastern Catholic District School Board

NON-COMPETITIVE PROCUREMENT REQUEST

Under special, limited circumstances, the requirements to use competitive procurement may be waived, upon approval, as outlined in administrative procedure *APB008 Purchasing*.

The waiving of competitive procurements, regardless of value, should be avoided to the greatest extent possible.

PURCHASING INFORMATION

Name of Purchaser:

Position/Title:

School/Location:

Name of Supplier:

Anticipated Value:

JUSTIFICATION

- Goods or services can only be supplied by this particular supplier
- Reasons of urgency brought about by events unforeseeable by the purchaser
- Goods or consulting services regarding matters of a confidential or privileged nature
- The expenditure does not exceed:
 - \$25,000.00 for goods and services, or
 - \$100,000.00 for architectural, engineering, and other services required in the respect of the planning, design, preparation or supervision of the construction, repair, renovation or restoration of a work.

Description to support the Non-Competitive Procurement (as indicated above):

SIGNATURES

By signing below, you are confirming that you are abiding by the provisions outlined in *Policy B-9 Purchasing* and its administrative procedure *APE008 Purchasing*.

Purchaser:

Date:

Authorizer:

Date:

DECISION

APPROVED

DENIED