



<b>Waiver Reference Number (issued by JTMAT Central team)</b>			
<b>Applicant Details</b>			
<b>Name</b>		<b>Position</b>	
<b>School</b>			
<b>Brief overview of purchasing requirement</b>			
<b>Reason for requesting waiver (please tick)</b>			
	<b>Sole provider</b> – Single or only provider in the market place		<b>Existing Agreement</b> – Variation of existing contract where a change of supplier would cause disproportionate technical difficulties, diseconomies of scale or significant disruption to the Trust
	<b>Specialist Expertise</b> – Limited suppliers in the marketplace or reasons of intellectual property		<b>Short Term extension</b> – of up to 6 months of a time-based contract or programme whereby the terms have previously been negotiated as a contract award or quotation in accordance with the Trusts procurement procedures.
	<b>Timescales genuinely precludes competition</b> – (unforeseeable emergency or urgent requirement, operational critical or health and safety issue)		<b>Exempt Services</b> - involve the provision of highly specialised professional legal or other services
	<b>Compatibility</b> – with existing equipment/service any alternative would lead to disproportionate additional cost		<b>Chief Executive Officer Decision</b>
	<b>Other</b> – Please describe		
<b>Justification to exempt purchase from normal procurement requirements (please confirm why your purchase meets the reason(s) selected)</b>			
<b>Best Value – Please confirm how the purchase will ensure best value and quality assurance</b>			



<b>Supplier Details -</b>			
<b>Name</b>			
<b>Address</b>			
<b>Cost, Budget and Contract length</b>			
<b>Contract Timescales</b>			
<b>Total Waiver Value</b>	<b>Net Value</b> £	<b>Gross Value (Inclusive of VAT)</b> £	
<b>Applicant Signature</b>		<b>Date</b>	

<b>School Authorisation</b>	<b>Role -</b>		
	<b>Name -</b>		
	<b>Signature –</b>		<b>Date</b>

<b>LGB Authorisation</b>	<b>Role -</b>		
	<b>Name -</b>		
	<b>Signature –</b>		<b>Date</b>

**OUTCOME (to be completed by JTMAT):**

<b>CEO Approval / Rejection* of Waiver</b>	<b>Name -</b> <b>Signature –</b>	<b>Date</b>
<b>Trust Board Approval / Rejection* of Waiver</b>	<b>Name -</b> <b>Signature –</b>	<b>Date</b>

\*delete as appropriate