



WAIVER OF TENDERING PROCESS – Article 6, Bylaw Number 10

NATURE OF PURCHASING PROCESS:

Purchase Order _____ (specify PO number or Req. number)

Contract Negotiation Form

Total Estimated Cost (excluding taxes)	
Department/Service	
Name of Person making request	
Budget Code	
Name of Supplier	
Nature of Contract	

DETAILS OF PURCHASE:

REASON FOR REQUEST

For this reason, I request that the above purchase be exempted from the tendering process outlined in Article 6 of Bylaw Number 10 concerning Procurement.

Signing authority for this purchase

Date

Recommendation by Director responsible

Date

(For purchases up to \$100,000):

I approve the above request for exemption from the tendering process.

Director General

Date

(For purchases over \$100,000):

I confirm that the above request was approved by the Executive Committee / Board of Governors, agenda item number: _____

Director, Corporate Affairs

Date