



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



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

School Authorisation	Role -		
	Name -		
	Signature -		Date

LGB Authorisation	Role -		
	Name -		
	Signature -		Date

OUTCOME (to be completed by JTMAT):

CEO Approval / Rejection* of Waiver	Name -	Date
	Signature -	
Trust Board Approval / Rejection* of Waiver	Name -	Date
	Signature -	

*delete as appropriate