

Appendix O

School

Additional Quotes Order Waiver Form

In accordance with Financial Regulations, this form must be completed for products and/or services, if the thresholds outlined in the Financial Regulation where competitive quotes cannot be obtained for the following reasons or where competition is restricted.

Department:	
Name of Supplier:	
Goods/Services supplied:	
Please Tick one of the statements below:	
Items are only sold through this manufacturer, no other comparisons are available:	
Service(s) provided by this supplier are unique and therefore competitive quotes are not applicable:	
Service(s) provided by this supplier are local and it is not practical for them to be supplied by an alternative supplier:	
Service(s) provided by this supplier are not onsite and therefore must be local for pupils to be able to travel to the venue easily:	
Must match existing equipment or software and are only available from this supplier:	
Repair/Maintenance service requires expertise that is not available except from the original manufacturer or their designated servicing dealer:	
Emergency – The purchase is a necessity to keep vital equipment or services operating to prevent substantial loss of service or to cover Health & Safety:	
Other reason – Please give details:	

Budget Holder: _____

Date: _____

School Business Manager: _____

Date: _____

Head Teacher: _____

Date: _____