



REQUEST FOR PRESIDENT'S EXEMPTION

DATE: _____

REQUISITION INFORMATION			
BRANCH/REGION:			
CONTACT PERSON:			
REQUISITION (EPR)#:			
Description of Good or Service being purchased:			
CONTRACT DATES:		AMOUNT: (excluding all taxes)	\$

COMPANY INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CONTACT PERSON:		PHONE:	

PRESIDENT'S EXEMPTION
Rational for exemption request and additional information pertinent to the procurement:
NBCC PROCUREMENT USE Applicable paragraph or short description (Division B (paragraphs 152-161) in Regulation 2014-93 under the Procurement Act):

Request made by:	_____	_____
	NAME	SIGNATURE
Recommended by Procurement Lead:	_____	_____
	NAME	SIGNATURE
Reviewed by Requestor's Vice-President:	_____	_____
	NAME	SIGNATURE
Reviewed by Vice-President, Finance & Administration:	_____	_____
	NAME	SIGNATURE
Approved by President:	_____	_____
	NAME	SIGNATURE