

Please Reference the [Direct Award Guidelines](#) for additional information and related procedures.

DEPARTMENT INFORMATION	
Faculty/Department:	
Department Contact Name:	
Telephone #:	
Email Address:	
Is this purchase to be research-funded? (select all that apply)	<div>CFI</div> <div>SSHRC</div> <div>NSERC</div> <div>CIHR</div> <div>Other (please specify):</div>
SUPPLIER INFORMATION	
Supplier Name:	
Supplier Address:	
Supplier Email:	
Is the supplier a UVic employee?	<div>Yes</div> <div>No</div>
Has the supplier previously received a Direct Award for similar work or supplies?	<div>Yes</div> <div>No</div>
PRODUCT OR SERVICE INFORMATION	
Description of Product or Service <i>Provide a succinct description of the product or service detailing its key features, its uses, and the identified supplier. Please attach any relevant documentation.</i>	
Exceptions to the Requirements for Competition <i>Select all that apply to your purchase. The Direct Award Guideline document provides further details of each exception if needed.</i>	<div>No Alternative Supplier Exists</div> <div>Original Entrenched Supplier</div> <div>Extreme Unforeseeable Urgency</div> <div>Prototype for Research</div> <div>Design Contest</div> <div>Exceptional Advantage</div> <div>Other (please specify):</div>
Estimated Cost of Purchase <i>Provide the total anticipated cost of all interdependent components of the product/service including maintenance, service fees, and any contract term extensions (e.g. one time purchase or 3 year initial agreement with 2 year option to renew)</i>	



Direct Award Justification

Explain how your request qualifies for a Direct Award based on the applicable exemption criteria outlined in [Qualifying for a Direct Award](#). You may find it useful to answer the guiding questions associated with your specific exception category. Include reference to the required functionality, compatibility, or other demands the good or service must meet.

ACKNOWLEDGEMENTS AND SIGNATURES

Requestor

In signing this form, I confirm that I am aware of the requirements of [Purchasing Services Policy FM5105](#), [Signing Authority Policy FM5100](#), and UVic's [Supplier Code of Conduct](#) on the provisions regarding Conflicts of Interest, and that I do not have any conflicts of interest associated with this purchase.

If internal department processes require additional approval, attach an email or other document indicating the additional approvals required by your department.

Financial approval will be obtained via the web requisition process.

Requestor Name

Requestor Signature

Date