

**REQUEST FOR DISPENSATION FROM NORMAL PROCUREMENT  
REGS – ‘SINGLE TENDER ACTION’ FORM PA2**

(not necessary when procuring from Crown Procurement framework agreements stating direct award may be made)<sup>i</sup>

**Purchase Description including  
outline timescale**

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**Value, if involves more than one  
transaction - total value over  
‘contract’ term**

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**Contract duration**

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**Name of Proposed supplier**

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**List of documents attached**

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Attach any papers, reports etc which may support your request, such as competing suppliers advice of decline to quote

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**Requested by:**

**Business Manager/Head Teacher signed**

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Date

School: .....

.....

**Reviewed by:**

ALT Procurement Manager:

.....

Date: .....

**Authorised by:**

Chair of Governors/Director of Finance & Operations or CEO

Date:

Signature: .....

.....

(on the basis of the information and explanations provided)

**Conclusion** \*Not supported/Supported

Written advice

Note: If the signatures required are not given the exemption may not be granted. Please note, must be signed by authorised parties not on behalf of.

<sup>i</sup> If in any doubt please contact procurement