

# Agreement on Internal Trade Exception Report

The following purchase exceeds the \$100,000 threshold and was not electronically tendered:

<b>Description</b>	

<b>Total Value</b>	

<b>Reason for Exception</b>	

<b>Supplier</b>	

\_\_\_\_\_  
Requisitioner / Principal Investigator

\_\_\_\_\_  
Budget Unit Head

*[For Purchasing Department's use only]*

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PO# (if applicable)

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Commodity Code

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Senior Buyer

\_\_\_\_\_  
Director of Purchasing