

# University of North Carolina School of the Arts

## Brand Specific Waiver Request

In an effort to maximize competition among vendors, Brand Specific requests are generally discouraged in the procurement field; however, there are times when a brand specific item is required. If the purchase of a brand-specific item is needed, please complete this form and submit it with your Departmental Bid Form.

Department:

Date:

Brand Specific Item(s):

Justification for Brand Specific Purchase:

- Required to ensure standardization / compatibility with existing equipment currently in use
- Required to preserve warranty on existing equipment
- Required because of specialized training
- Additional products / service required to complete an ongoing task
- Particular product / service is desired for educational or training work
- Other(specify): \_\_\_\_\_

In the area below, please provide a detailed rationale to justify your request to purchase a brand specific item. For example, if you are purchasing a brand specific item due to compatibility issues, then you will need to discuss the equipment currently in use and give reasons as to why this brand specific item is the only item that will work.

Please be detailed in your response as this is the justification that auditors will review.

Requestor's Name

Requestor's Signature

Date

Approved  Denied

Dean/Department Head Signature

Date

Approved  Denied

Director of Purchasing or Delegate

Date

Return completed form and digitally signed copy with attachments via [purchasinginbox@unca.edu](mailto:purchasinginbox@unca.edu). If form is not signed digitally, then original form will need to be mailed to the Purchasing Department via campus mail. For questions, contact Purchasing at (336)770-3319.

**Please note: Inadequate justification may result in delay of a solicitation of bids or Purchase Order.**