

This form is to be used if the supplier selected has identified themselves as a U.S. business during the procurement process. A U.S. business as defined in the [Procurement Restriction Policy](#) means a supplier, manufacturer or distributor of any business structure (includes a sole proprietorship, partnership, corporation or other business structure) that:

- has its headquarters or main office located in the U.S., and
- has fewer than 250 full-time employees in Canada at the time of the applicable procurement process.

For purchase of any value, U.S. suppliers may only be selected if no viable alternatives exists and the procurement cannot be delayed. This form is to be completed, and an electronic copy attached either to the related Purchase Requisition in acQuire or with the transaction in your CentreSuite reconciling for credit card purchases.

Procurement Details			
Description of Good/Service			
Legal Supplier Name			
Address			
Country of Global Headquarters			
Total Estimated Value (CAD)	\$	PO# (if available)	

Rationale for selecting a U.S. Business

If the supplier meets the definition of a U.S. Business, an exception to the Procurement Restriction Policy can be made if they are the only viable supplier **AND** the procurement cannot be delayed.

Select at least one exception justification from **both** categories (i) and (ii):

- i. U.S. business is the only viable source for good or service
- ☐ The supplier has unique skills or technology that no other supplier possesses.
 - ☐ The supplier holds exclusive rights or patents, making them the sole provider.
 - ☐ The supplier is the only one available in a specific area or at the time of the procurement.
 - ☐ Laws or regulations strictly require using that specific supplier.
 - ☐ Confidentiality obligations.
 - ☐ Health or safety considerations, including organizational capacity concerns.
 - ☐ Lack of sufficient viable suppliers in cases where multiple suppliers are required.

- ☐ Where a product or service has demonstrated superior outcomes in terms of health, safety, or quality of life.
- ☐ Other (please specify): _____

ii. Procurement cannot be delayed due to time sensitivity

- ☐ The good or service is essential for business continuity or program delivery.
- ☐ The procurement addresses critical health or safety concerns.
- ☐ The good/service is needed immediately.
- ☐ Other (please specify): _____

- ☐ I confirm the Budget Owner has approved this procurement from a U.S. Business.

Name and Job Title	
Department	
Signature & Date	

Procurements >\$121,200 CAD: Forms where the value is greater than \$121,200 CAD (before taxes) must be reviewed and approved by the Director, Strategic Procurement Services and the Vice-Principal, Finance & Administration (VPFA) prior to the purchase of the good or commence of the service.

Director, Strategic Procurement Services Approval	
Signature	
Name & Date	
VPFA Approval	
Signature	
Name & Date	