



**The University of British Columbia
Purchase Order (PO) / Requisition for Payment (QREQ)
Threshold Exemption Justification**

Requisition Number: _____

Amount: \$ _____ CAD / USD / Other (circle applicable)

Exemption Item # (see list below): _____

Contract/Agreement Ref. # and Title (if applicable): _____

Justification Detail: _____

Exemption Items (see the [detailed exemption matrix](#) for more information):

1.	Acquisition or lease or rental of property (i.e., real estate). Authorization of the original agreement from Treasury or University Counsel on file with originating department.
2.	Advertising
3.	Clinical Trials and Patient Care Research. Authorization of original agreement by ORS, UILO or Supply Management on file.
4.	Conferences / Excursions.
5.	Payments to an individual (non-employee) - honoraria, royalties, scholarships/awards.
6.	Investment and Securities. Authorization of transaction from Treasury on file.
7.	Professional development and memberships.
8.	Legal Services. Authorization by University Counsel, UILO or Human Resources on file.
9.	Pay a public or health institution, such as hospitals, universities, granting agencies and government.
10.	UBC Alma Mater Society or Student Union of UBC Okanagan.
11.	Taxes or premiums to government or insurance offices.
12.	Utilities such as hydro, natural gas and telephone.
13.	Special Exemption <u>pre-approved</u> by Supply Management; indicate reference #:

This request is subject to review and approval by Financial Services and Supply Management. Detailed support for the exemption must be available for audit for a period of seven years.

Signature: _____ Date: _____
(FMS Signing Authority)

Print Full Name and Title: _____

E-Mail: _____ Telephone: _____

By your signature, you are confirming that the information provided on this form is accurate and true.