

**SINGLE TENDER ACTION JUSTIFICATION FORM**  
**(Above £10,000 and below the EU Threshold)**

In circumstances where it is not possible to obtain a minimum of three quotations or undertake a tender exercise, staff are required to complete this form to request approval to proceed on a single source / single tender basis. All waiver requests are reported to the Audit Committee.

<b>College / Department:</b>	
<b>Requested by:</b>	
<b>Date request made:</b>	<a href="#">Click here to enter a date.</a>

<b>Description of goods, works or services which you are planning to buy and why they are needed (attach supporting documents if required):</b>	
<b>Name of Supplier:</b>	
<b>Total Cost (excl. VAT):</b> <i>(This is the total cost expected over the life of the contract, amount entered MUST include maintenance, training and other running costs where applicable.)</i>	
<b>Who is funding the purchase?</b> <i>(If funded by a research grant or special initiative, please provide name of funding body.)</i>	
<b>Budget holder / Responsible Manager</b> <i>(Name &amp; Position)</i>	

<b>Reason for single tender action (please attach ALL supporting documents):</b> <i>For example – Copy of proposed agreement or contract, quotes obtained, additional information</i>

**PLEASE NOTE – THIS REQUEST MUST BE RECEIVED & APPROVED BY PROCUREMENT SERVICES PRIOR TO ANY COMMITTAL TO PURCHASE BEING MADE.**

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**To be completed by Procurement Services**

<b>Date Received by Sourcing Manager:</b>	<a href="#">Click here to enter a date.</a>
<b>Comments:</b>	
<b>Date Received by Procurement Operations:</b>	<a href="#">Click here to enter a date.</a>
<b>Comments:</b>	

<b>Date Reviewed – Director of Procurement:</b>	<a href="#">Click here to enter a date.</a>
<b>Justification approved?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Comments:</b>	
<b>Name:</b>	
<b>Signature:</b>	