**SINGLE SUPPLIER JUSTIFICATION / APPROVAL FORM**

This form formally records the justification and authority to waive the University’s [Procurement Policy](https://www.hope.ac.uk/gateway/staff/stafffinance/procurement/). The following approvals are required:

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| **Value (excluding VAT)** | **Approval** | **Document Retention** |
| Between £5,000 and £25,000 | * Budget Holder or Head of Department | Keep form with purchase order and send copy of form to the Procurement Manager |
| Over £25,000 | * Budget Holder or Head of Department * Procurement Manager * Senior Executive Team | Keep form with purchase order or contract |

1. This form must be completed in respect of all purchases where:
   1. The proposed purchase is not being made under a recommended contract <https://www.hecontracts.co.uk/>, and
   2. Competitive offers are not being obtained.
2. Please note the Single Supplier Justification will not apply to purchases which exceed the current EU thresholds value for tendering <http://www.ojec.com/thresholds.aspx> and must not be used for those funded / part -funded by EU funding.
3. Please discuss single-sourcing with the Procurement Manager, or send this form to him before committing to a purchase over £25,000, because approval is not guaranteed.

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| **NAME OF THE PROPOSED SUPPLIER:** |  |
| **AGRESSO SUPPLIER ID:** |  |
| **ESTIMATED TOTAL VALUE (EX VAT):** | **£** |

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| **BRIEF DESCRIPTION OF THE GOODS / WORKS / SERVICES REQUIRED:** |
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| **JUSTIFICATION FOR NOT OBTAINING QUOTES / TENDERS:**  Please be precise in explanation e.g. compatibility, technological, extreme urgency, and detail how Value for Money (VFM) will be achieved. |
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| **PLEASE STATE ANY ACTION TAKEN TO INDENTIFY AND MANAGE POTENTIAL CONFLICT(S) OF INTEREST:** |
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| **IF FUNDED / PART-FUNDED BY EXTERNAL FUNDING, PLEASE PROVIDE DETAILS:**  (e.g. ESIF / ERDF, Research Grant).  If the purchase is partially or fully funded by a research grant or external funding please check your grant or funding conditions permit purchases without competition before completing this form. |
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| **PLEASE ATTACH TO THIS FORM ANY SUPPORTING DOCUMENTS:**  (e.g. Quotation, Business Case, Options Appraisal, Terms and Conditions).  **Please note, terms and conditions, other than the University’s standard terms of business need to approved by the University’s Head of Legal Services, Governance and Risk.** |

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| **FORM COMPLETED BY:** | NAME: |  |
| POSITION: |  |
| DEPARTMENT: |  |
| TEL: |  |
| EMAIL: |  |

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| **BUDGET HOLDER APPROVAL:** | NAME: |  |
| POSITION: |  |
| DEPARTMENT: |  |
| SIGNED: |  |
| DATE: |  |

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| **PROCUREMENT MANAGER APPROVAL:** | NAME: |  |
| SIGNED: |  |
| DATE: |  |

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| **SENIOR EXECUTIVE TEAM APPROVAL:** | NAME: |  |
| POSITION: |  |
| SIGNED: |  |
| DATE: |  |

**A copy of this completed authorisation must be attached to the requisition along with other supporting documents to ensure an audit trail and avoid delay in PO approval.**