

Approval Request from Finance / Procurement

1	Description of Procured Items/Services		
2	Name of Current Supplier/Contractor (if applicable)		
3	Please select Procurement Process		
4	Starting Date of Procurement Process		
5	Number of Suppliers Contacted		
6	Number of Replies Received		
7	Quotes/Tenders Received By		
8	List of Companies who responded/provided Quotes/Tenders inc Request for Tender (RFT)		
9	Quotes/Tenders Evaluated By		
10	Successful Supplier		
11	Duration of proposed contract and reason for award		
		Annual (ex VAT) €	Annual (incl. VAT) €
	Estimated Value (as per request for quote/tender document) / Funding Available		
	Final Contract Value		
	Pricing Difference between Contract Value and Estimated Value/Funding Available	-	-
	Previous Contract Value (if applicable)		
	Pricing Difference between Previous Contract and New Contract	-	-
12	Explanation for the pricing difference between final contract value and original estimated value/funding available		
13	Explanation for the pricing difference between final contract value and previous contract value		
14	Tender being funded from		
15	Any other comments		
	Requester (Signature)		
	Budget Holder (Signature)		
By completing and signing this form the Requester and the Budget Holder are confirming that : The procurement process has been followed as documented (refer to the Corporate Procurement Plan). Copies of all quotes and supporting documentation will be provided to the Procurement Office. All purchases were assessed in accordance with the Green Procurement Policy where applicable. The procurement process has been conducted with full integrity and impartiality with no conflicts of interest. The tenders were conducted in compliance with public and/or EU procurement guidelines.			
Completed by Procurement / Finance Officer			
	Review Date		
	Approval / Rejection		
	Reason		
	Procurement / Finance Officer (Signature)		