Graphical user interface, text, application, email

Description automatically generated

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| **TUS PROCUREMENT APPROVAL FORM**  **(For expenditure in excess of €50k ex vat)** |

|  |  |
| --- | --- |
| **Name of Procurement** |  |
| **Procurement Reference** |  |
| **Month Year** |  |

|  |  |
| --- | --- |
| **TUS PROCUREMENT APPROVAL SIGN-OFF FORM** | |
| ***Name of Procurement/Tender*** |  |
| ***Relevant Campus*** |  |
| ***Brief Outline of Requirement*** |  |
| ***Reference*** |  |
| ***Reason for Procurement*** |  |
| ***Approved & Signed by the budget holder*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Estimated Contract Value (Ex Vat) €*** |  |
| ***Contract Period (including any possible extensions)*** |  |
| ***Agresso Subacc & Nominal Code to be used*** |  |
| ***Funding Source*** |  |
| ***Approved & Signed by the Finance Manger*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| ***Approved & Signed by V.P. Finance & Corporate Governance TUS*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

| **SIGN-OFF OF AWARD TO SUCCESSFUL SUPPLIER** | | |
| --- | --- | --- |
| ***Name of Procurement/Tender*** |  | |
| ***Procurement Source*** |  | |
| ***Name of winning Supplier(s)/ Tenderer(s)*** |  | |
| ***Final Cost/Rates Agreed*** |  | |
| ***Names of Evaluation team*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | **Please tick when complete** |
| ***Evaluation Report Completed and Signed by all Evaluation Team & attached for review*** | |  |
| ***Standstill Period adhered to where relevant*** | |  |
| ***All required details per the success letter received*** | |  |
| |  |  | | --- | --- | | ***Approved & Signed by V.P. Finance & Corporate Governance TUS*** | ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |
| ***Offer and Regret Letters Issued by the Procurement Office/ relevant body eg. E.P.S., O.G.P.*** | |  |