



TUS

Technological University of the Shannon:
Midlands Midwest
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

www.tus.ie

SOLE SUPPLIER JUSTIFICATION FORM

This form must be completed for all purchases of goods or services over €5,000 Ex-VAT where it can be demonstrated that only one supplier/service provider can provide the goods and/or service required. This signed/approved Sole Supplier Justification Form should be uploaded with the relevant PO for audit purposes.

Subacc/Project Code	Requesting Department	Date
Requisitioner Name	E-mail Address	

Supplier Information *(quotation from vendor must be attached)*

Supplier Name	Address

Detailed Description of Goods / Services Required

Estimated Value, excluding VAT:	€

Type of Purchase - Mark with X as appropriate

Once Off		Repeat Buy		Repair		Add-on		Other	
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Detailed Justification for not following normal TUS Procurement Practice *(please be precise in explanation)*

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P.T.O for Sign Off sheet which must be completed

SOLE SUPPLIER JUSTIFICATION SIGN-OFF

Sole supplier sourcing recommended by (Requisitioner)

Print Name	Signature	Date

Supported by Head of Department/Function

Print Name	Signature	Date

When signed by the Requisitioner and the Head of Department/Function this form should be e-mailed to the Procurement Office for review and approval at procurement@tus.ie

Approved by Procurement Office

Print Name	Signature	Date

ALTERNATIVELY

Rejected by Procurement Office

Print Name	Signature	Date

Reason for Rejecting Sole Supplier Sourcing

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