

Procurement Deviation Approval Form

This form must be completed by the departmental contact owner before an order is placed and/or delivery begins. The completed form should then be passed to the Chief Operating Officer for signature.

Signatories, please review this form and the contract carefully prior to signature. Ensure you understand the scope of the commitment being made. By signing, you are confirming the financial value, risk assessments, that the due diligence and justification for not following the prescribed process are sufficient.

Once completed, a copy of this form should be retained by the department and filed with the Procurement Officer.

SECTION 1 - PROCUREMENT DETAILS *(completed by budget holder in all cases)*

Title:			
Brief description of requirement:			
Proposed Supplier:			
Project Owner:			
Value (£):		Department:	
Process Required Under Financial Regs:	<input type="checkbox"/> Quotes <input type="checkbox"/> Short (Mini) Tendering <input type="checkbox"/> Over Threshold Tendering <input type="checkbox"/> University Preferred Supplier		
Process Used Instead:	<input type="checkbox"/> Quotes <input type="checkbox"/> Short (Mini) Tendering <input type="checkbox"/> Direct Award to Chosen Supplier <input type="checkbox"/> Using alternative to Preferred Supplier		

SECTION 2 – DUE DILIGENCE *(required in all cases)*

Information:
(Describe action taken so far)
Explain how you have determined:
(i) that the supplier has the necessary experience, skills, and resources to meet its obligations;
(ii) that the supplier is reputable, acts ethically and complies with the law; and
(iii) that the level of business and compliance risk is acceptable.)

SECTION 2 – DUE DILIGENCE (CONT.) *(required in all cases)*

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Procurement compliance:

(Explain any variances from the standard process set out in the University's Financial Regulations and the justification for not following the prescribed process.)

Non-Financial benefits:

(Explain any other value/ benefit received by not following the prescribed procurement method.

If applicable, you should also explain how the non-financial benefits of using a preferred supplier are offset)

SECTION 3 – Carbon Impact Reporting *(required for travel only)*

Please use the links in the adjacent boxes to calculate the carbon impact of your travel

[Flights](#)

Miles

Tonnes CO2e

[Other Travel](#)

Miles

kgCO2e

[Accommodation](#)

Nights

kgCO2e

SECTION 4 - DEPARTMENT APPROVALS *(required in all cases)*

Budget Holder:

Signature:

Print name:

SECTION 5 – AUTHORITY OF CHIEF OPERATING OFFICER

Signatory:

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Signature:

Name and date:

COO Comments: