

REQUEST FOR SINGLE SOURCE APPROVAL
For purchases exceeding £10,000 (excluding VAT)

For advice on purchases below this value see
<https://intranet.birmingham.ac.uk/finance/documents/public/Procurement-Procedures.pdf>

Request date:	College / Budget Centre:
Applicant name:	
Applicant telephone number:	
Applicant email:	
Details of products/services required (please attach quotation(s)).	
Quotation(s) attached:	
Delivery / start date:	End date (where applicable):
Total Value of purchase excluding VAT: For quotations >£25K please allow at least 4 weeks for processing prior to the quotation expiry date. Please take into account the total costs of purchasing, not simply the cost of buying or leasing but also operating, maintenance or running costs in addition to costs associated with end of life/disposal.	
Advance payment required over £5K ex VAT? If 'Yes' please attach a bank guarantee from supplier, or approval from Head of Budget Centre / Head of College, to underwrite risk (please attach email). Email attached	
Source of funding (e.g. EPSRC, ESIF, etc.)	
Supplier name:	
Contact name:	
Email address:	
Justification for not seeking/obtaining competitive quotes/bids: (see guidance notes: https://intranet.birmingham.ac.uk/finance/procurement/procedures/ssa.aspx)	
If a Research Contract Agreement or Strategic Partnership with other public sector organisation is in place please provide details (please attach any terms and conditions or other relevant contract documentation).	
Software - Please note all SSAs for software, regardless of value, must be accompanied by a quotation and a contract agreement. The contract agreement may be entitled Order Form, Quotation, License Agreement, etc., however must include T&Cs. Please include start and end dates in the requisition description. Please ensure the agreement is GDPR compliant before signing. https://canvas.bham.ac.uk/courses/30039	

PLEASE NOTE: SSA approval by Procurement only constitutes the authorisation to proceed with the named supplier. This is NOT budgetary authorisation as this is the responsibility of your college/service Finance Team.