

NNB: Goods/Services MUST NOT be ordered from this supplier until approval is given by the Procurement & Contracts Office and a subsequent purchase order is raised as per **UCC Purchasing Procedures**.

Instructions for Completing this Form:

- SECTIONS 1-4** inclusive of this form **MUST** be completed by the requestor.
- Incomplete forms or forms which are submitted to the Procurement Office without the relevant supporting documentation cannot be approved and will be returned to the Requestor.
- All completed forms & supporting documentation must be emailed to: *procurement@ucc.ie*
- DO NOT** send this form to the supplier to complete.

SECTION 1: REQUESTING DEPARTMENT DETAILS

Requested By		Extension No.	
Department		E-mail Address	

SECTION 2: DETAILS OF THE REQUIREMENT

Provide a brief description of the requirement.			
Please <input type="checkbox"/> Tick the Relevant Box	One-off Purchase	<input type="checkbox"/>	Recurring Requirement
Estimated TOTAL value (Excl. VAT) of the Goods/Service to be provided by this supplier over the entire duration that the Goods/Services are required.			€

SECTION 3: CHECKLIST

PLEASE TICK RELEVANT BOX

Spend Thresholds (for goods/services)	Supporting Documentation Required	Yes	No
€1 ↔ €4,999 excl. VAT	The requestor MUST obtain a quotation from the supplier for this spend. <i>Note: A copy of the quotation should be kept on file in the requesting department, this quotation should NOT be attached with this form.</i>		
€5,000 ↔ €24,999 excl. VAT	Quotations from three separate suppliers MUST be attached with this form.		
≥ €25,000 excl. VAT	Where the estimated total spend on the Goods/Services required is more than €25,000 - evidence of a formally advertised tender is required. If "Yes" enter Tender Reference: _____ If "No" please contact the Procurement & Contracts Office: <i>procurement@ucc.ie</i>		
Spend Thresholds (for works)	Supporting Documentation Required	Yes	No
€1 ↔ €4,999 excl. VAT	The requestor MUST obtain a quotation from the supplier for this spend. <i>Note: A copy of the quotation should be kept on file in the requesting department, this quotation should NOT be attached with this form.</i>		
€5,000 ↔ €49,999 excl. VAT	Quotations from three separate suppliers MUST be attached with this form.		
≥ €50,000 excl. VAT	Where the estimated total spend on the Works required is more than €50,000 - evidence of a formally advertised tender is required. If "Yes" enter Tender Reference: _____		
Has a Single Source Justification (SSJ) Form been approved for this requirement? If "Yes" enter SSJ Reference:			
Have you checked on Agresso to see if the supplier has an existing UCC supplier ID number?			
Have you checked the UCC List of Current Suppliers to see if a different supplier has already been contracted by the University to supply the type of Goods/Services that you require from this supplier?			
Is the Supplier a member of staff of the University If "Yes" please enter Staff number here: _____ Please contact the Payroll department: <i>payroll@ucc.ie</i>			

SECTION 4: SUPPLIER DETAILS

Supplier Name			
Trading Name (if different)			

Supplier Address Details

Address Line 1			
Address Line 2			
Town/City			
County/Postcode			
Country			
Supplier Contact Person	Supplier Contact Number	Supplier E-mail Address	

SECTION 5: INTERNAL PROCUREMENT & CONTRACTS OFFICE APPROVAL

Approved By: _____ Date: _____

Comment: _____