1. INTRODUCTION
   1. Purpose – The Procurement Request Form (PRF) is intended to capture both a business case and a

proposed procurement plan before the start of any procurement process.

* 1. Deadlines – The form should be completed and signed off by the relevant parties ahead of purchase.
  2. Process Triggers –
* Requirement to purchase something with an estimated contract value of £12,500 (excl. VAT) or above. The estimation of contract value should be based on whole life costs (e.g. incl. maintenance, license, training, upgrade costs) over the duration of the contract term. If the requirement is ongoing/recurring, the contract value is calculated by multiplying the annual value by 4 (or monthly value by 48).
  1. Critical Elements of Process
  + Purchase request is completed by requestor including expected budget and business case
  + IS authorisation is obtained (for both Software and Hardware)
  + Finance authorisation is obtained
  + Delegated Financial Authorities approval
  + Procurement are engaged at the earliest opportunity and authorise spend
  1. Risks
* That spend across the University is not appropriately monitored
* That purchases are made without appropriate approvals
* That purchases are made that are not cost efficient or fit for purpose
  1. Internal control objectives
* To control spend across the University
* To ensure that spend has been approved ahead of purchase
* That the purchase is cost efficient and fit for purpose
  1. System requirements
* Access to Procurement Request Process-Online System on intranet

1. RESPONSIBILITIES

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| --- | --- |
| Head of Procurement | Approve |
| IS | Approve (where applicable) |
| Finance | Approve |
| Procurement Lead | Ensure (where applicable) |
| Delegated Financial Authorities | Approve |
| Team Managers | Ensure |
| All staff | Adherence |

1. BACKGROUND
   1. Every purchase made with an estimated contract value of £12,500 (excl. VAT) or over must have a PRF completed in advance.
   2. Engagement with Finance and Procurement is required to ensure that the purchase is in budget and it is cost effective and fit for purpose.
   3. All approvals are required in advance of making a purchase.
   4. Reference number to be allocated by the Online System.

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1. COMPLETE PART 1
   1. Part 1 a will be auto-filled by the Online System. This gives details of the requestor.
   2. Part 1 b should be completed by the requestor to explain the nature of the request. The request should include the folder number that the budget will come from, whether the spend is coming out of Research or Other Funding and the estimated budget for the spend over the lifetime of the contract. A brief explanation outlining the requirements for the purchase should also be included. All fields within this section must be completed. The requestor must also select a Finance Business Partner from the drop down list.
   3. Part 1 c requires the requestor to consider whether the requirement will involve processing of personal data
   4. Part 1 d requires the requestor to indicate if the request includes IT hardware or software.
   5. Declaration requires the requestor to certify the accuracy of the information provided in the form.
   6. The requestor should Save the form whilst in progress and Submit once all the required information has been provided
   7. If the request includes IT hardware or software, Part 1 will then be forwarded to the IS Hardware and/or Software Leads for approval. The IS Hardware and/or Software Leads will approve after s/he has reviewed the requirement and confirmed that it is appropriate and compatible with University infrastructure.
   8. Part 1 will then be forwarded to the Finance Business Partner for approval. The Finance Business Partner will approve after s/he has reviewed the requested spend and confirmed that it is in budget.
2. PART 2
   1. Part 2 should be completed and approved by the Head of Procurement. It may be assigned to a Procurement Lead if a tender process is required. If the PRF is not assigned to a Procurement Lead, the Head of Procurement will instead select the correct DFA approvers for the particular School or department and the PRF will move to step 6.8 below.

1. PART 3
   1. Part 3 (where applicable) should be completed by the Procurement Lead in conjunction with the requestor. The requestor should engage with Procurement as required to assist with the planned purchase providing detailed information on the requirement including information regarding the statement of requirements or specification.
   2. Part 3 a should be completed by the Procurement Lead with information about the requirement.
   3. Part 3 b should be completed by the Procurement Lead with information about the tender process.
   4. Part 3 c should be completed by the Procurement Lead with the tender timetable.
   5. Financial Breakdown requires the Procurement Lead to confirm with the requestor and input the contract value. The Financial Breakdown will influence the Level of DFA approval process
   6. The requestor can see updates to Part 3 in real time as the Procurement Lead is completing and saving each section of the form. Once both parties are satisfied, the Procurement Lead can submit Part 3.
   7. Part 3 will then be forwarded to the requestor for approval. After requestor approval, it will be forwarded to the Head of Procurement for approval. The Head of Procurement will be asked to select the correct DFA approvers for the particular School or department.
   8. The DFA Process starts at DFA Level 4 and moves up the levels to DFA Level 1, depending on the value in Part 1 of the PRF (if no Procurement Lead assigned) or the value locked in the Financial Breakdown of Part 3 of the PRF (if Procurement Lead has been assigned). In turn, DFA approvers will be alerted that they have to give budget approval for the PRF.
   9. Once the PRF has been approved by the relevant DFA approvers, it will then be classed as Complete and the requestor will be alerted.
   10. Requestor to ensure the PRF reference number is noted in the Message Field on Agresso.
2. DOCUMENTATION

Procurement Request Process – Online System