|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request date | |  | | Budget Code |  |
| Requestor Name | | | |  | |
| Requestor Telephone Number | | | |  | |
| Requestor Email | | | |  | |
| School / Department / Service Area | | | |  | |
| Full Details of Products / Services Required: | | | | | |
| Supplier Name |  | | | | |
| Supplier Contact |  | | | | |
| Supplier email |  | | | | |
| Is this request for software or digital services? | | | Yes / No | If yes, has this been approved by IS? | Yes / No |
| Is GDPR likely to apply to this request? | | | Yes / No | If yes, has this been approved by Governance? | Yes / No |
| Value (ex VAT) | | £ | | Quotations attached | Yes / No |
| Justification for not seeking/obtaining competitive quotes/bids: | | | | | |
|  | | | | | |
| **Software and Digital Services** - Please note all SSJs for software and digital services 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 | | | | | |
|  | | | | | |
| **GDPR** – Please ensure that you explored whether or not GDPR is applicable to this requirement [[link to Data Protection guidance](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx)] | | | | | |
|  | | | | | |
| **PLEASE NOTE**: SSJ approval by Procurement only constitutes the authorisation to proceed with the named supplier. This is **NOT** budgetary authorisation as this is the responsibility of the budget holder. | | | | | |