



POST PURCHASE APPRAISAL FORM (PPA2)

£10,000 / £20,000
Dean / Vice Principal

This form must be completed, signed and returned to the Dean/Vice Principal to whom all queries should be addressed.

1. Purchase Order Ref: _____ Supplier Name _____
Ordering Department _____

2. **Please explain clearly any variations from the costs, indicated on the relevant Pre Purchase Appraisal Form (PPA1), Section 1.**

3. **Please provide a brief summary of the use of the purchase since its installation/receipt. Please highlight any delays or variations in use from that indicated on the Pre Purchase Appraisal Form (PPA1).**

4. I certify the accuracy of the information contained in this form

Signature(s)

Head of School/Department

Date / /

5.

OFFICE OF DEAN/VICE PRINCIPAL USE ONLY

Signed Dean/Vice Principal _____

Date / /