|  |  |  |  |
| --- | --- | --- | --- |
| 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. |