



Supplier justification form (see also Procurement Policy)

Name of project / event:

Date of project or date materials required:

Outline of project connected to the product or service being contracted:

Brief for product, material or service being supplied:

Business / businesses / individual selected to supply goods or service:

Cost:

Reason(s) for selecting the named business / businesses / freelance operative without undertaking a tender process:

Decision approved / signed off by:

BID DIRECTOR:

CHAIR / BOARD MEMBER:

1st Board Director _____

2nd Board Director _____

3rd Board Director _____