

To be completed for all non-tendered goods or services  
with a total lifetime cost likely to exceed €25k

## Description of Goods or Services

Include a Brief Description

## Assessment of Need

Include the reason or necessity, including problems or deficiencies with current goods or services or usage / demand data where an additional resource is required.

## Implementation Plan & Timeline

Include a timeline of when the good or service need to be acquired and the duration for which they will be needed.

## Benefits

Briefly provide a summary of the benefits that would accrue to the University as a result of this project being approved. Include both monetary and non-monetary benefits.

## Source of Funds

Please state the source of funds for all elements over the lifetime of the project. Please note if funds are direct EU grants or programmes funded indirectly by EU Structural Funds such as ERDF.

**Estimated Costs**

This is the estimated total lifetime cost of the good or service over the duration for which it is expected to be consumed. This may vary from a few weeks to 10 year or more.

Cost Category	One-off Costs	Annual Costs
Initial Purchase		
Delivery		
Installation		
Room modification cost		
Training		
Maintenance Contract		
Ad hoc Maintenance		
Travel & Expenses		
Tied Consumable Costs		
Running Costs		
Other		
End of Life / Disposal		
Subtotal		
VAT if applicable		
<b>Total Lifetime Cost</b>		<input type="text"/>

**Approvals**

\_\_\_\_\_  
*Signed (Proposer)*

\_\_\_\_\_  
*Date*

Include any comments or note relevant to the decision:

**Proceed to Tender**

**EU Funded**

\_\_\_\_\_  
*Recommend (Procurement)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved (Finance Manager)*

\_\_\_\_\_  
*Date*