

Description of Goods / Services

Include a brief description of goods or services. Attach technical specifications is necessary.

Proposed Supplier

Include the name, address and contact details for the proposed supplier

Justification for Sole Supplier Status

Please provide a description of searches carried out for other suppliers and attach evidence of search or other correspondence to justify the declaration. Please note that correspondence from a supplier may not be grounds for justification alone.

Declaration

I declare that the information provided is accurate and correct.

Signed

Date

Approval

This declaration has been: **Accepted** **Rejected**

Signed (Finance Office)

Date