**Quotation Exemption Request Form (Coronavirus/Covid 19 Research)**

This form should be completed if there are items for which there is extreme urgency. It can be used for individual transactions or to cover a number of requirements. When using this form individuals should always ensure that due care is being taken to spend money in a way that represents value for money to the University and any grant funder.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details of purchase (items and quantity)** | **Approximate aggregate value of purchases (excl. VAT)** | **Source of funding**  | **Supplier** | **Preferred supplier?** | **Brief description of reason** |
|  |  | Grant [ ] *Confirm within terms* [ ] Chest [ ] Both [ ]  |  | Yes [ ] No [ ]  |  |
|  |  | Grant [ ] *Confirm within terms* [ ] Chest [ ] Both [ ]  |  | Yes [ ] No [ ]  |  |
|  |  | Grant [ ] *Confirm within terms* [ ] Chest [ ] Both [ ]  |  | Yes [ ] No [ ]  |  |
|  |  | Grant [ ] *Confirm within terms* [ ] Chest [ ] Both [ ]   |  | Yes [ ] No [ ]  |  |

*Add additional rows if needed*

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Department** | **Date** |
| **Requested by** |  |  |  |
| **The request for exemption is: APPROVED** [ ]  **/ NOT APPROVED** [ ]  |
| **Head of Department / Administrator** |  |  |  |

**Note:** Purchasing Department approval is required for any purchase exceeding £100,000 (ex-VAT) or any purchase between £25,000 and £100,000 (ex-VAT) that is not on the University’s terms and conditions.