

NDM Justification Expenditure Form (JEF)



For purchases between £1k to £25k with a non-preferred supplier

Title of purchase / project				Contract duration	
Value of purchase (£)				Source of funds	Grant <input type="checkbox"/> Chest <input type="checkbox"/> Both <input type="checkbox"/>
Proposed supplier					
Reason(s) for exemption: (Please tick all relevant boxes)	Technical compatibility	<input type="checkbox"/>	Protection of exclusive rights	<input type="checkbox"/>	
	Single provider	<input type="checkbox"/>	One-off, unique opportunity of significant value	<input type="checkbox"/>	
	Extension of an existing contract	<input type="checkbox"/>	Extreme urgency, unforeseeable and not attributable to requester	<input type="checkbox"/>	
	Specified in grant award	<input type="checkbox"/>	Overriding University interest (not meeting the requirements for any other dispensation)*	<input type="checkbox"/>	
Justification: (Please refer to points for consideration in the Guidance Notes)	<p>Supplier selection: (Please state if supplier has previously dealt with the Department or wider University)</p> <p>Evaluation criteria:</p> <p>Market research:</p> <p>Demonstration of value for money:</p> <p>Specification alteration:</p> <p>Acceptance of University terms and conditions / previously agreed terms:</p>				
	Name	Department	Date		
Shopper					
Comments (optional)					

*For non-preferred suppliers this form must be completed by shoppers to demonstrate that they has given due consideration to supplier selection for purchases above £1k.

**For values over £25k please use the Tender Exemption Form