

The *Active Learning* Trust

SCHOOL PROCUREMENT APPROVAL FORM PA1

Required for any Procurement over £50,000 (£20,000 for Primary Schools) must be completed before commencing any activity where the total value is over £50,000 / £20,000¹ It is considered best practice to consult Procurement for all spend above £5,000 Primary and £20,000 Secondary.

Type/Description of Purchase

Contract length if more than one year

Estimated Total Value_{JR1}

Reason for purchase

Identified priority in School Development Plan and included within current budget

Planned Consultation with end users or pre-engagement with contractors/suppliers_{JR2}

Detail risks and any action needed to manage them

Proposed Purchase Option

- Central Buying org such as ESPO
 Quote
 Short ITT
 Full ITT
 Other (please detail)

Comments – recommendations

Signed

Date

ALT Procurement Manager

Signed

Date

Headteacher/Chair of Governing Body

Signed

Date

Director of Finance & Operations / Chief Executive Officer

¹ Refer to Procurement Strategy October 2015