|  |  |  |
| --- | --- | --- |
| **S:\PEACE IV\logos\sligo co co.png** | **Procurement Checklist**  **PLEASE USE BLOCK CAPITALS** | **PEACELogo_Colour (2).jpg** |

**Name of Project:** …………………………………………………………………………

**Reference Number:** …………………………………………………………………………

**Name of Event/ Activity:** …………………………………………………………………………

**Date:** …………………………………………………………………………

**Item/ Service to be procured:** …………………………………………………………………………

Expected cost for the life time of the project (i.e. will this item/service be used on more than one occasion): €\_\_\_\_\_\_\_\_\_\_\_

Does this item require apportionment? YES □ NO □

If yes

Has the apportionment policy been approved by the Peace IV Secretariat and is a copy of this policy on your file YES □ NO □

**Process of Identifying item/service Provider**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Contractor** | **How were they identified?** | **Amount quoted** | **Is the Quotation on file? (Y/N)** | **Formal**  **(note listing oral, or written quotes)** |
|  |  |  |  |  |
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**PTO**

Final Decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of those involved in decision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_