



## Justification & Approval Form

(Attach Extra Sheets Where Necessary in Filling Up the Form)

Department/Project	Financial Year	Subject of Procurement	Sr. No. of Annual Procurement Plan	Reference No.	Date

### 1. Identification of the End User/Procurement Coordinator for this action:

### 2. Brief and concise description of the supplies and/or services needed:

### 3. Purpose and Objective of Procurement:

**4. Suppliers Responsibilities (If Applicable)**

**5. KFUEIT Responsibilities:**

**6. Procurement & Contract Deliverables:**

**7. Period of Performance:**

**8. Place of Performance:**

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**9. Inspection & Acceptance Terms:**

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**10. Evaluation Criteria (Factors to be Evaluated):**

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**11. Evaluating Committee (List three or more in odd numbers) Members to Evaluate Offers:**

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**12. Independent Cost Estimates (attach three supporting quotations):**

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**13. Point of Contact (Email & Phone No.):**

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**14. Recommended Vendors (Provide vendors to be considered if any and reason for inclusion:**

<b>Vendor Name</b>	<b>Cell No.</b>	<b>Email Address</b>
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**15. Inspection Committee Detail (Nominate Members of Inspection Committee):**

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**16. Certification of End User/Procurement Coordinator**

Certification of justification and approval form (Must be signed and dated by requestor) I certify that the supporting data under my cognizance which is included in the end user requirement form is accurate and complete to the best of my knowledge and belief. I understand that Procurement reserves the right to competitively bid, negotiate, and solicit additional information and follows the PPRA Rules and remains the final authority on all procurement actions.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature/Stamp: \_\_\_\_\_

**17. Recommendation for approval by Head of The Department**

Based on the foregoing justification & approval form, I hereby certify that the subject procurement is as per annual procurement plan of the department and the estimated cost of the procurement is well within the limits as specified in annual procurement plan. Therefore I am recommending the procurement of (insert supplies and/or services being procured) on the basis of information given in the form by following the PPRA Rules and Procurement Procedures of the KFUEIT, RYK.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature/Stamp: \_\_\_\_\_

**18. Recommendation & Budgetary approval by Manager Finance/Treasure**

Based on the foregoing justification & approval form, I hereby declare that the allocated budget under this head is Rs. \_\_\_\_\_ amount already spent is Rs. \_\_\_\_\_ and amount of this procurement (insert supplies and/or services being procured) is Rs. \_\_\_\_\_ which is hereby approved and recommended on the basis of information given in the form by following the PPRA Rules and Procurement Procedures of the KFUEIT, RYK.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature/Stamp: \_\_\_\_\_

**19. Recommendation for approval by Dean of Faculty (Only for Teaching Departments)**

Based on the foregoing recommendation by Head of the Department, I hereby approve the procurement of (insert supplies and/or services being procured) on the basis of on the basis of information given in the form by following the PPRA Rules and Procurement Procedures of the KFUEIT, RYK.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature/Stamp: \_\_\_\_\_

**20. Certification of approval by Worthy Vice Chancellor**

Based on the foregoing recommendation by Head of the Department and Dean of Faculty, I hereby approve the procurement of (insert supplies and/or services being procured) by following the PPRA Rules and Procurement Procedures of the KFUEIT, RYK.

Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Signature/Stamp: \_\_\_\_\_