



**INTEGRATION JOINT BOARD**

**PROCUREMENT REQUEST FORM**

**UNDER ABERDEEN CITY COUNCIL PROCUREMENT REGULATION 4.1.1.5**

|   |   |  |     |
|---|---|--|-----|
| <b>To:</b>  | Angela Scott, Chief Executive, ACC<br>Craig Innes, Head of Commercial and Procurement Services, ACC<br>Steve Whyte, Head of Finance, ACC  |  |     |
| <b>From:</b><br><b>Email:</b><br><b>Tel:</b><br><b>Date:</b>          | [Head of Commissioning Service/ Chief Officer details to go here]   |  |     |
| <b>Date of Request:</b>   | [ ]   | <b>Deadline for decision to be made (and consequences should no decision be made):</b> | [ ] |
| <b>Request:</b>   | You are hereby requested to approve expenditure of, or more than £50,000 (Goods and/or Services) or £250,000 (Works) in relation to the Direction and where appropriate, as provided for in the Direction, a Business Case issued to Aberdeen City Council by the Integrated Joint Board attached hereto, to undertake a tender process without the need for the approval of Committee in accordance with Aberdeen City Council Procurement Regulations 4.1.1.3 or 4.1.1.4 (as applicable). |  |     |
| <b>Description of the Supplies, Services or Works to be Procured:</b> | [ ]   |  |     |
| <b>Total estimated expenditure:</b>                                   | [ ]   |  |     |
| <b>Approval from IJB received on:</b>                                 | [ ]   |  |     |
| <b>Copy of the original report to IJB attached hereto:</b>            | Yes / No  |  |     |
| <b>Copy of Direction attached hereto:</b>                             | Yes / No  |  |     |

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| <b>Request under Procurement Reg. 4.1.1.5</b> | <b>Chief Executive</b> | <b>Head of Commercial &amp; Procurement</b> | <b>Head of Finance</b> |
|---|------------------------|---|------------------------|
| <b>Approval Given:</b>                        | <b>Yes / No</b>        | <b>Yes / No</b>                             | <b>Yes / No</b>        |
| <b>Date:</b>                                  |                        |   |                        |
| <b>Comments:</b>                              |                        |   |                        |