



# University of New England

## Request to commence UNE Tender process

(Please print clearly)

- 1. Title or name of proposed Tender .....
- 2. Expected Tender amount \$.....
- 3. Department or Fund Name PL RE SP FM NMSC .....  
(cost code Number)
- 4. Purpose of Tender .....
- 5. Expected Tender commencement date .....
- 6. Expected Finalization date .....
- 7. Faculty Resource or Finance Officer ..... Ext No .....

- 8. As the person responsible for this Tender, I recognise that it is my duty to:
  - Ensure that all correspondence and relevant documents are submitted to Central procurement Group.
  - Ensure that all documents are submitted to RMO or recorded on Trim.
  - Ensure there is a Council approved budget for the proposed expenditure.
  - Ensure that the Tender process is in accordance with University policy.
  - Ensure that there are no other existing contracts/agreements that conflict with this tender proposal.

*I request the opening of this proposed tender*

(Print name) .....

Signed .....

**Director/Head of Faculty/Centre**

(Print name) .....

Signed .....

Upon Completion of this request, please forward to: **Central Procurement Group, FSD**

### Financial Services Use Only

Approved: YES

NO

Comments .....

Director, Financial Services

Signed .....

Issued Tender Number

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