

JUSTIFICATION FORM

NB: The Justification Forms is **not intended to replace the normal** as sourcing goods and services but to facilitate the sourcing in situations where the normal process will delay service delivery if followed. As per the Procurement policy, *prior approval has to be obtained before any of the following exercises can be executed: (tick whichever applicable to this request).*

1. **Justification for Paying one time vendor :** _____
2. **Justification for Not having 1 or More quotes:** _____
3. **Justification for Activating or de-activating a Vendor/s**
4. **Justification for Waiver of Tender :** _____

Requester's Name: _____

Contact Numbers: _____

Vendor Name: _____

Amount: _____

Date: _____

Back ground (Please give full description background):

Details and Conclusion (Please give full justification, Recommendation):

Requested By: _____

Signature: _____

Date: _____

(Print name)

Approval (Line Manager/ End-User)

Signature:

Date:

Senior Buyer /
Senior Buyer /
Procurement Manager

Signature

Date

Approval: Accountant /

Signature

Date

Approval: Executive /Director

Signature

Date