## Requisitions Less than £25,000 (Ex VAT) A requestor decides that goods or services Obtain a minimum of 3 are required by the Goods from a Start competitive written University, with a value University approved quotations less than £25k supplier? excluding VAT Requisitioner Note that best value does not necessarily mean the lowest price. For advice and Requestor approaches Raising a Non assistance please Select preferred a requisitioner to raise contact the Central Catalogue supplier based on best a Non-Catalogue Procurement Office value requisition Approver 2.2 2.1 High Value Approving Approval Requisitions If not using the University terms and conditions, check terms and conditions of Can the goods be Is the supplier an trading with supplier before placing the purchased from an approved supplier? order and opening account For advice existing supplier? and assistance please contact Procurement Yes Operational Buyer 3.1 Supplier Set Requisition Up Review Only once the T&Cs agreed place the order 3.2 Raising a Non-Requisition Catalogue Conversion Requisition