**RMIT UNIVERSITY**

**VCE MEMBER OR MEMBERS’ COUNCIL APPROVAL FORM**

This form is used to record the approval of agreements, contracts and other documents to be signed by VCE members or Members’ Council for the purposes of document execution

Section 1: Details and recommendation

|  |  |
| --- | --- |
| **Name and title of person seeking approval** | Name: Van Tran  Title: Manager, Planning & Operations  Date: 22 October, 2021 |
| **Title of agreement, contract or document and brief description of the matter** | Goods Supply Agreement No. 1628/09/2021/RMIT to purchase minor IT equipment for new SSET iMac lab 1.4.16 (SGS):   * Goods: 37 sets of Macally keyboard and mouse * Duration: based on 2 year – warranty period * Value: VND 52,014,600 ( ≈ AUD 3,115) |
| **Why is VCE member or Members’ Council approval required?** | To comply with the Delegation of Authority policy |
| **Is this a commitment for a term of time and/or monetary value?**  **⌧ Yes** *provide details*  No | Value: VND 52,014,600 ( ≈ AUD 3,115)  Duration: 2 year- contract |
| **Was a tender conducted?**   Yes  No  N/A | N/A |
| **Was a Legal review completed?**  **⌧ Yes**  No  N/A |  |
| **Has this been reviewed by the Chief Audit and Risk Officer?**   Yes  No **⌧** N/A | N/A |
| **Has this been approved by the RMIT University Finance/Tax team?**  **⌧** Yes  No  N/A | Attached Workday PO00008032 |
| **In recommending this approval I can confirm I have:** |  |
| * reviewed the relevant documents and am seeking | ……………………………………………………. |
| approval in compliance with the Delegations of Authority; and | Van Tran |
| * sought legal, finance or risk management advice | Date: 22 October 2021 |
| where appropriate. | *[Recommending person to sign and date]* |

Section 2: Approvals

|  |  |
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| **Endorsed by**  **Dean of School,**  **School of Science, Engineering & Technology** | …………………………………………………….  Brett Kirk  Date: |
|  |  |
|  |  |
| **Approved by** |  |
| **Chairman** | ………………………………………………… |
|  | Peter Coloe |
|  | Date: |

***Please refer to the Delegations of Authority for applicable policies regarding sign-off and delegations.***