

|  |  |  |
| --- | --- | --- |
| **DBE Projects Approval Form** | |  |
| **School Name:** |  | |
| **Project Title:** |  | |
| **Brief description and justification for spend:** |  | |
| **Anticipated Project Start/End Dates:** |  | |

Please note capital projects where DFC is used should be for a minimum of £2,000 plus VAT.

VAT is payable on capital works including for IT.

|  |  |  |
| --- | --- | --- |
| **Main tender details. Please attach quotes and, where appropriate, plans.** | | |
|  | **Contractor/Supplier** | **£ Amount (excl. VAT)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| Preferred/selected contractor/supplier: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Details**  Currently available DFC (in school account):  If you are not sure of your total, please contact the ODBE Premises Officer, Jane Maharry.  DFC total requested for project (£):  Other sources of funds (if DFC funds not sufficient or part of co-funded project): | | | |
|
|
|
|
|
| We certify that the details submitted here are correct, that the work is in accordance with our School Premises Plan and that the DFC account of our School should be duly debited. We will seek the Diocese’s prior approval for any changes to the agreed figure. | | | |
|  | | | |
| Signed: ……………………………………... | Headteacher | Date: | ……………………… |
|  |  |  |  |
| Signed: ……………………………………... | Chair of Governors | Date: | ……………………… |
| **Please return this form with attachments preferably by email to: jane.maharry@oxford.anglican.org**  **If you are sending by post, please send to Premises Team, Oxford Diocesan Board of Education, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF** | | | |