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

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| **Main tender details. Please attach quotes and, where appropriate, plans.**  **Note: Work under £2,000 (ex VAT) is not capital work, so no application should be for less that this figure.** | | |
|  | **Contractor/Supplier** | **£ Amount (excl. VAT)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| Preferred/selected contractor/supplier: | | |

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| --- | --- | --- | --- |
| **Financial Details**  DFC total requested for project (including VAT) £:  To note that VAT is payable on all projects  Other sources of funds (if DFC funds not sufficient or part of co-funded project) | | | |
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| 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. | | | |
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| Signed: ……………………………………... | Headteacher | Date: | ……………………… |
|  |  |  |  |
| Signed: ……………………………………... | Chair of Governors | Date: | ……………………… |
| **Please return this form with attachments by email to:** [**Duncan.marshall@oxford.anglican.org**](mailto:Duncan.marshall@oxford.anglican.org) | | | |