# **Ffurflen gais am Gyfalaf / *Capital Request Form***

Ffurflenni Cynnig am Gyfalaf ar gyfer Cyfarpar sy’n Costio dros £10,000 ac eithrio TAW ac yn cael ei ariannu o’r gyllideb gyffredinol.

*Capital Proposal Forms for Equipment Costing over £10k exc. VAT and funded from general budget.*

Prosiect i godi tâl arno / Project to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost a amcangyfrifir ac eithrio TAW / Estimated cost ex. VAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disgrifiad Cryno o’r Cyfarpar neu’r Gwasanaethau Angenrheidiol ac Achos Busnes/Gwyddoniaeth / *Brief Description of Equipment or Services Required & Business/Science Case*:**

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**Crynodeb o’r Gofynion / *Specification Summary*:**

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**Costau Ariannol ac Ad-dalu yn cynnwys Manylion unrhyw gostau eraill, e.e. addasu adeiladau / *Financial Costs & Payback Including Details of any other costs e.g. building alterations*:**

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**Risgiau a nodwyd a Mesurau Lliniaru / Manteision / *Identified Risks and Mitigation / Benefits*:**

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**Nodyn ynghylch pa isadrannau neu adrannau eraill fydd yn cael eu heffeithio, e.e. Ystadau neu GG / *Note on what other sections or other departments will be affected e.g. Estates or IS*:**

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| **A oes angen gweithredu ar sail tendr sengl / *Single tender action required*?** | Oes / *Yes* - Nac oes / *No* |
| (Note separate approval required for single tender action)(Noder fod angen cymeradwyaeth ar wahân ar gyfer tendr sengl) |

Paratowyd gan / *Prepared by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod / *Signed*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad / *Date*: \_\_\_\_\_\_\_\_\_\_

**Awdurdodi / *Authorisation***

Cymeradwyir yr argymhellion uchod yn llawn ar yr amod bod y broses rheoli a chymeradwyo gweithredol arferol wedi ei rhoi ar waith drwy’r broses ymgynghori ac y bydd yn cael ei rhoi ar waith drwy gaffael.

*The recommendations above are approved in full on the understanding that the normal functional management and approval process has been applied through the consultation process and will be applied through procurement.*

Uwch-reolwr Cyllideb / *Senior Budget Manager*

Cymeradwywyd gan / *Approved by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod / *Signed*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad / *Date*: \_\_\_\_\_\_\_\_\_\_

Rheolwr Cyllideb Atebol / *Accountable Budget Controller*

(os yw’n fwy na £50,000 ac eithrio TAW) / *(If greater than £50k ex. VAT)*

Cymeradwywyd gan / *Approved by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod / *Signed*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad / *Date*: \_\_\_\_\_\_\_\_\_\_

Cymeradwyaeth Tîm Gweithredu’r Brifysgol / *University Executive Approval*

(os yw’n fwy na £250,000 ac eithrio TAW) / *(If greater than £250k ex. VAT)*

Cymeradwywyd gan / *Approved by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llofnod / *Signed*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dyddiad / *Date*: \_\_\_\_\_\_\_\_\_\_