# **Cais i gyflogi Ymgynghorwyr / *Request to employ Consultants***

Mae’r isod yn berthnasol i’r holl wariant a delir drwy’r codau cyfrif isod:-

*This relates to all expenditure to be charged to the following account codes:-*

|  |  |
| --- | --- |
| * **4158** | **Ffïoedd Proffesiynol ac Ymgynghori / *Professional Fees & Consultancy*** |
| * **4150** | **Ffïoedd Archwilio ac Ymgynghoriaeth Dreth / *Audit Fees & Tax Consultancy*** |
| * **4151** | **Ffïoedd Cyfreithiol / *Legal Fees*** |
| * **4156** | **Gwasanaethau Proffesiynol sy’n ymwneud ag Eiddo / *Professional Services - Property Related*** |

|  |
| --- |
| **Noder nad oes yn rhaid dilyn y weithdrefn hon os bydd yr ymgynghorwyr yn cael eu talu drwy Grant Ymchwil allanol gan y cymerir yn ganiataol y bydd y Noddwr eisoes wedi cymeradwyo eu cyflogi.**  ***Note that there is no requirement to follow this procedure if the consultants are to be paid from an externally funded Research Grant as it is assumed that the Sponsor already approves their employment.*** |

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

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

**Manylion yr Ymgynghorydd / *Consultant Details*:**

|  |
| --- |
|  |

**Disgrifiad Cryno o’r Gwasanaethau Angenrheidiol ac Achos Busnes / *Brief Description of Services Required & Business Case*:**

|  |
| --- |
|  |

**Rheswm pam na ellir darparu’r gwasanaethau hyn yn fewnol / *Reason why these services cannot be provided in house*:**

|  |
| --- |
|  |

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

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*

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

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

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

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

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