



# SOPO Awards for Outstanding Achievement in Procurement 2009

## ENTRY FORM

There are no restrictions on the number of entries an authority/organisation can submit in any of the categories listed below, but all entries must be accompanied by a separate entry form. (You may use photocopies of this entry form.)

**CLOSING DATE FOR ENTRIES:**  
**11 SEPTEMBER 2009**

Winners and all shortlisted entries will be presented with awards at the Annual Conference Gala Dinner to be held on **11 November 2009 at Hilton Manchester Deansgate.**

Entries must be no more than 4000 words with, if necessary, a reasonable number of appropriate appendices in support of the work, and must be supported with a précis of the submission in no more than 400 words.

Please send four copies of each entry (including appendices). An electronic version, complete with your organisation's logo and a group photograph of those involved in your project, will also be required, either on a disk submitted with your application or by email to [helpdesk@sopo.org](mailto:helpdesk@sopo.org)

Authority/Organisation:

Address: \_\_\_\_\_ Category (please tick appropriate box):  
\_\_\_\_\_ 1 County Council   
\_\_\_\_\_ 2 Single Tier (Unitary) Authority   
\_\_\_\_\_ 3 Non-Unitary District/Borough Council   
\_\_\_\_\_ Postcode: \_\_\_\_\_ 4 Other (eg Police, Fire, Consortia, etc)

Contact:  Title:

Daytime Tel No:  Email:

Address (if different from above):   
 Postcode:

Please state name(s) of person(s) who will receive the award:

Signed:

Name (print):  Date:

All entries should be sent to: FREEPOST SOPO. Alternatively, fax to 0141 353 2151

To assist with administration, if you intend to submit an entry or entries by the closing date of **11 SEPTEMBER 2009**, please complete the following in advance and post or fax as per the above details. Alternatively, email the information to [helpdesk@sopo.org](mailto:helpdesk@sopo.org)

Authority/Organisation:

Category (see above):  No of Entries:

Signed:

Name (print):  Date: