

PURCHASING POLICY

2009

CONTENTS

1. Introduction
2. Aim
3. Roles and Responsibilities for Purchasing
4. Mandatory Requirements
 - 4.1 Purchasing Procedures
 - 4.2 EU Law and Public Procurement
5. Ethical Standards and Conflicts of Interest

1. Introduction

The policy relates to Schools, Directorates and any other unit of the University College. The role of the Facilities Manager is to support and partner staff to facilitate good working purchasing practice.

2. Aim

The aim of this policy is to facilitate the acquisition of reasonably priced, high quality goods and services to end users, while preserving organisational and financial accountability. The sustainable and environmental factors of a product or service must be taken into consideration when purchasing goods. It is assumed that risks are greater for higher value purchases.

3. Roles and Responsibilities for Purchasing

Each course and section will have a budget holder (although this may not be the person ordering the goods) who will have authorisation to sign off for products and services.

The Facilities Manager's responsibilities are to:-

- Develop strategy, policy, procedures and systems
- Assist in negotiating corporate purchasing agreements
- Review preferred suppliers for performance and customer satisfaction
- Support benchmarking across the University College
- Provide appropriate training and documentation
- Offer assistance with any purchase
- Provide self assessment tools for good purchasing practice
- Represent the University College on external FE and HE sector purchasing bodies

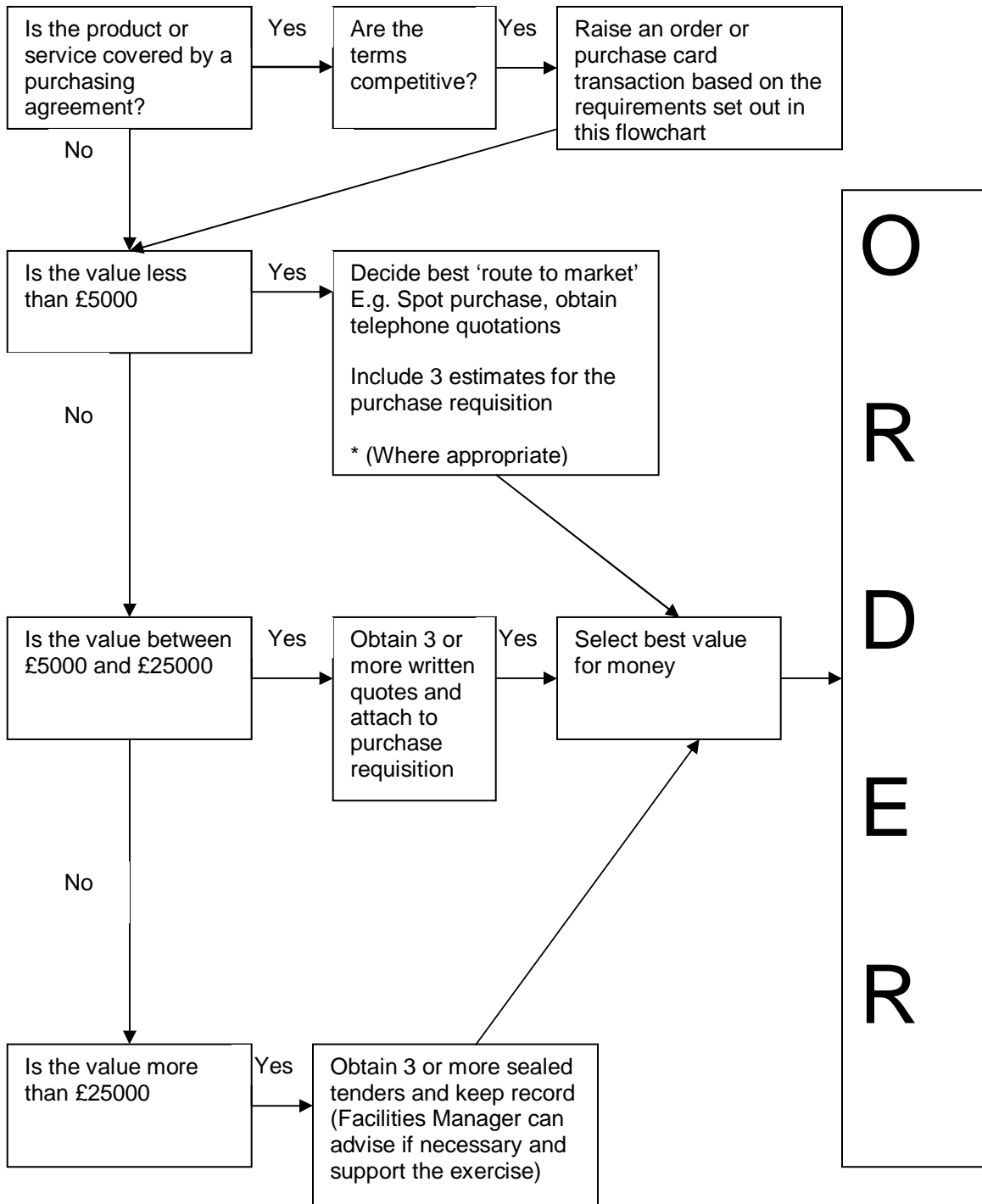
4. Mandatory Requirements

4.1 Purchasing Procedures

Each budget holder is expected to use the funds allocated to their area in an expeditious and effective manner. All goods and services purchased by the University College must be made on the most favourable rates and terms available, based on figures from estimates, quotations or competitive tenders quoted by suppliers, depending on the magnitude of the purchase.

To this end, budget holders must adopt the following purchase procedures for all purchases except for building works:

PURCHASING FLOW CHART



* For further guidance, please consult the Income Accountant.

** Including VAT and, in the case of a contract, based on the total value over the whole contract period.

The University College will normally commit itself to the supplier offering the best value for money.

Purchases in excess of £25000 made via a consortium are subject to the tender procedures. For assistance visit www.tenders.ac.uk

Commitments must not be broken down artificially into separate orders to circumvent the above limits. Where a series of orders are made in close succession they must be treated as a single order unless otherwise agreed by the Principal.

Commitments in excess of £2000 must be countersigned by the budget holder's line manager.

- Complete an authorised requisition form which is sent to Finance
- Receive a purchase order from Finance and make any amendments
- Ensure purchase order is authorised and then communicate order with the supplier
- Goods are delivered (usually with a delivery note) and signed for by Goods In area
- Goods are collected and signed for by course/section

4.2 EU Law and Public Procurement

Nothing in this policy must be taken as overriding EU Procurement Regulations.

5 Ethical Standards and Conflict of Interest

- All staff who have purchasing authority must be aware of the standards of ethical behaviour that apply to their purchasing activities.
- Any personal interest which may impinge or might reasonably be deemed by others to impinge upon impartiality in any matter relevant to purchasing duties should be declared to their Director for recording and approval before conducting the business.
- The confidentiality of information received in the course of duty should be respected and specific details of suppliers' offers must not be divulged to competitors. Information given in the course of duty should be true and fair and never designed to mislead and should never be used for personal gain.
- Gifts, other than items of very small intrinsic value such as business diaries, calendars, telephone pads etc, should not be accepted. Items for personal use should be declined. Modest hospitality is an accepted courtesy of a business relationship. However, the recipients should not allow a position to be reached whereby they might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality. When it is not easy to decide between what is and is not acceptable in terms of gifts or hospitality, the offer should be declined or advice sought from your Director.
- Personal inducements in any form from suppliers of goods and services to employees are forbidden. Any instances of such inducements being offered must be reported immediately to your Director.