

St Andrews University

Procurement - Policies and Procedures

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Procurement Guidelines

These guidelines should be read in conjunction with the Financial Operating Procedures (FOP) available from the Finance web page. In particular, purchasers need to be aware of the financial thresholds and requisite approval mechanisms.

The guidelines are designed to inform purchasers of the University's policy on sustainability and to provide practical advice on the source of products and services.

Procurement has provided a list of nominated suppliers who must be used for the commonly used items and services. If problems are experienced with any of these suppliers, or if Schools/Units consider they can obtain goods or services of equal or better quality at lower cost, Procurement should be notified immediately (e-mail: procurement / tel: 2523).

For one-off purchases of items not covered by the supplier listing and for items above the thresholds within the FOP, the Procurement Office should be contacted for advice.

Sustainable Procurement Policy

The University acknowledges that its purchasing decisions carry environmental implications and recognises its responsibility to procure goods and services in a sustainable manner.

This reflects the commitments set out in the University of St Andrews Environment Strategy 2003/4 – 2004/5 and Environmental Policy Statement towards fully integrating environmental and social responsibilities in all areas of the University's activities.

As well as complying with all environmental legislation, the University will seek to reduce the adverse impacts of its purchasing activities by:

Incorporating whole life costs and impacts of products in purchasing decisions:

- Encouraging the purchase of products created from sustainable, renewable, or recycled resources and those requiring minimal transportation.
- Promoting the purchase of Fair Trade products within the University and working towards attainment of Fair Trade University Status.
- Encouraging the purchase of goods with minimal packaging. If unavoidable, packaging should be made from recycled or recyclable materials.
- Promoting the purchase of products that have minimal environmental impact during their use (e.g. durable, energy efficient, reusable, refillable).
- Encouraging the purchase of products that can be recycled or disposed of with minimal environmental damage.
- Excluding environmentally damaging products where a viable alternative is available.
- Establishing individual policies and guidelines for products that have a significant environmental impact.

Evaluating the environmental performance of suppliers and contractors:

- Ensuring that suppliers and contractors are made aware of this policy and that they themselves have compatible policies for managing their environmental impacts.
- Ensuring that sustainability criteria are incorporated in the award of contracts and written into all contracts.
- Evaluating the sustainability claims of suppliers and contractors.
- Working with suppliers and contractors to encourage improvements in their environmental performance.

Raising awareness among employees:

- Encouraging internal purchasers to review their consumption of goods with a view to purchasing less.
- Providing training for all staff with purchasing responsibility on the implications of this policy.

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This policy statement is available to all parties including the public and will be reviewed annually