



# The Bader International Study Centre Policy

## Procurement and Purchasing Policy

Date created: 12/04/2018

Date revised: 01/05/2018

## POLICY

<b>Category:</b>	Finance	
<b>Name:</b>	Procurement and Purchasing Policy	
<b>Approval:</b>	SMT	
<b>Responsibility:</b>	Director of Finance and Assets	
<b>Dates:</b>	<b>Approved:</b>	01/05/2018.
	<b>Last Revised:</b>	01/05/2018.

### Definitions:

- Immediate Family Member: means a spouse or civil partner, parent, child or sibling.
- Close Personal Relationship: means giving rise to an interest could extend to the following (this is not intended to be an exhaustive list): unmarried partner, grandparent, grandchild, in-laws, or other family members.

### Purpose:

The purpose of the purchasing policy is to:

- Promote transparency and accountability for the acquisition of products and services whether by purchase, rental or lease
- Define the limits of authority for making purchases
- Maximise value for money

### Scope:

This policy applies to the acquisition of products and services, by purchase, rental or lease and refer to Company Credit Card Policy and Hospitality Policy.

### Policy:

#### Policy Statement:

Bader International Study Centre (BISC) and Herstmonceux Castle Enterprises (HCE) must maintain high legal, ethical, managerial and professional standards in the management of the resources entrusted to it as a charitable institution. It must ensure that products and services are acquired in a manner that ensures it:



- Obtains value for money by incurring the lowest cost in the fulfilment of specified needs with appropriate levels of quality and service
- Uses fair and open processes when calling for, receiving and evaluating quotations and tenders from qualified, efficient suppliers
- Meets its statutory, legal and ethical obligations in the acquisition of products and services by purchase, rental and lease

## Conflict of Interest

Any staff or faculty member who has any interest, direct or indirect, in any supplier under consideration by the BISC and is part of the decision-making process shall:

- Declare the nature and the extent of the interest as soon as possible and no later than any meeting at which the matter is to be considered
- Refrain from taking part in any discussion or evaluation of proposals in relation to the supplier concerned
- Withdraw from any meeting when the matter is being discussed.

Unless they have been specifically authorised by a member of the BISC Senior Management team, and have made a full written disclosure of the conflict, a staff/faculty member will not:

- With BISC funds or with funds administered by the BISC, knowingly authorise the purchase of equipment, supplies, services or property from a source with which the staff/faculty member, or an immediate family member or a person with whom there exists a close personal relationship, has a material financial interest or
- Engage any immediate family member or a person with whom there exists a close personal relationship in any capacity for which remuneration comes from BISC funds or from funds administered by the BISC.

## Purchasing on Account

An official BISC/HCE purchase order form must be used for all purchases made on account.

The purchase order should be completed clearly, show the estimated cost of goods ordered, signed by budget holder and the accounts copy sent to the Finance Office as soon as possible. Purchase order number must be quoted on the invoice.

Purchasing authority limits for transactions are as follows:

- Up to £2,500 – individual budget holder
- From £2,500 to £50,000 – a member of the Senior Management team
- Over £50,000 – BISC Board of Trustees/HCE Board of Directors



## POLICY

Any substantial/unusual transaction will be approved by a member of the Senior Management team before it is made. If a Senior Management Team member proposes such a transaction, it will be approved by the Vice Provost and Executive Director.

### **Purchasing on official BISC/HCE credit cards**

BISC and HCE credit cards belong to the BISC/HCE. The individual to whom the card is issued is a steward of the BISC/HCE resources. Purchases using official BISC/HCE credit cards are subject to individual transaction limits, but are exempt from the need to produce a purchase order. However, an authorised order confirmation/invoice is required to support each purchase. All credit card statements will be reviewed and authorised by the Director of Finance and Assets, or their delegate. (See Company Credit Card Policy)

### **Competitive purchasing**

All purchases over £5,000 must be made by using a competitive purchasing process, obtaining a minimum of three quotations on each occasion. Department heads may choose to set a lower figure at their discretion.

While it is good practice to obtain multiple quotations for all purchases, there will be occasions when a non-competitive purchasing process is appropriate, for instance when a particular supplier or contractor has specialist products or knowledge which is not available elsewhere. On these occasions, the purchase will be made in consultation with a member of the senior management team. If a Senior Management team member proposes such a transaction, it will be approved by the Vice Provost and Executive Director.

If the acquisition exceeds £50,000, an open tender process is required.

### **Renewal of contracts**

Where a contract expires, processes similar to those employed for single purchases will be used, i.e. competitive quotations will be obtained. Authorisation limits based on the total contract expenditure apply in the same way as for single purchases.

### **Segregation of duties**

In general, a member of staff who authorises an invoice should not also authorise its payment. However, it is recognised that, given the small number of staff at the BISC, this may not always be possible. However, all payments must be authorised in accordance with the policy for bank signatories.



<b>Responsibilities:</b>	
<b>Contact Officer(s):</b>	<b>Responsible for:</b>
Director of Finance and Assets	Administration of this policy and associated procedures

<b>Date for Next Review:</b>	May 2019
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>- Company Credit Card Policy.</li> <li>- Hospitality Policy</li> </ul>
<b>Superseded by:</b>	N/A.

