

<b>Policy title</b>	Procurement Policy
<b>Version number</b>	4
<b>Effective from date</b>	September 2021
<b>Applicable to</b>	All employees
<b>Owner</b>	Director of Finance and Planning

**Date E**

<b>approval</b>	
<b>Review date</b>	

# **University of Suffolk**

## **Procurement Policy**





These thresholds apply to the value of the contract throughout its duration (not the annual value) including any possible extensions. If you purchase multiple successive contracts of the same type, the threshold applies to the aggregated spend of these contracts over a 12 month period. Or if you have a rolling contract with no end date or you cannot calculate the total value of a contract then the threshold applies to the aggregated spend on the contract over a 4 year term.

Please see [GOV.UK](https://www.gov.uk) for further information or contact [procurement@uos.ac.uk](mailto:procurement@uos.ac.uk).

All purchases below the EU thresholds will follow the ethos of the Directive. Purchases between the below expenditure bands will be treated as follows:

#### £50,001 - £189,330

Where an existing framework agreement that has been competitively tendered is available through an approved purchasing consortium the framework must be used in place of a competitive tender. Only in exceptional circumstances will a competitive tender outside of a framework be approved.

If there is not a suitable framework available and the total contract spend is estimated to exceed £50,000, these purchases will be treated as competitive tenders and advertised on Contracts Finder in addition to other recognised and appropriate methods.

#### £25,001 - £50,000

For goods and services between the value of £25,001 and £50,000, the Finance and Planning department will guide the sourcing department with regards to obtaining written quotations from at least three suppliers. The Finance and Planning department must be notified in advance of the written quotes being requested in order to support guide the process. Care should be taken in drawing up the request for quotation document with respect to:

- Specification and general requirements
- Usage figures
- Quality standards
- Terms and conditions
- Special delivery requirements

Where quotations have been sought it is essential that documentation is retained at least until such time as the purchase order is approved to provide evidence that due regard has been given to considerations of economy, efficiency and effectiveness for all purchases. Please see the finance forms section of [MySuffolk](#) for a University Request for Quote template.

#### £10,001 - £25,000

For goods and services between the value of £10,001 and £25,000, the sourcing department will obtain quotations from at least three suppliers. Care should be taken in drawing up the request for quotation document with respect to:

- Specification and general requirements
- Usage figures
- Quality standards
- Terms and conditions
- Special delivery requirements



- optimising the use of resources for which they are responsible to provide maximum benefit to the

## **Ordering and payments**

The University will not be liable to pay for any supply of goods, services or works that is not:

- approved by the appropriate budget holder,
- within the budget holder's delegated budget and
- the subject of an official University of Suffolk purchase order. Purchase order numbers should be clearly stated on the invoice.

In a circumstance where all of the foregoing criteria are wilfully breached, resulting in the University being committed to unauthorised expenditure, this may lead to a disciplinary action being taken against the relevant member of staff. The University may hold the originator of the order liable for the payment as a personal debt.

Where a new contract is awarded, the goods, services or works shall be initiated by the issue of one or more official University purchase orders. Each variation to contract, when approved by the Purchasing Manager, shall also be initiated by the issue of one or more official University purchase orders.

The University will normally make payment 30 days after the invoice date. This will only be adopted where the invoice states a valid University of Suffolk Purchase order number and the purchase order has been correctly receipted. Failure to comply with these requirements will place the University in dispute with the supplier and will cause delay in payment.

## **Leasing of equipment**

Commitment to leasing of equipment is discouraged. Departments or faculties contemplating the use of this form of procurement must consult with the Finance and Planning department prior to embarking on any agreement with a supplier.

Leases are legally binding contracts that run for long terms and are almost impossible to discontinue before the initial term has expired without incurring exceptional and financial penalty to the University. The use of lease contracts is permitted only after prior approval by the Director of Finance and Planning.