

## **PURCHASING PROCEDURE**

Issue Date: 01.04.2021

### **PURPOSE**

The purpose of this policy is to clarify organisation responsibility and restrictions in respect of purchasing goods and services.

### **PROCEDURE**

Only certain staff can authorise the ordering of goods and services. They are:

- Chief Executive
- Curriculum Managers, for training items, including exam entries
- Head of IT Support for technical items
- Administrator for administrative items and exam entries
- Head of Marketing for marketing materials.

When staff require goods or services they should first seek authorisation from the staff designated above.

They should then seek a purchase order number from Pauline and complete the purchase order form in as much detail as possible.

The budget holder must then sign the purchase order before the items/services can be ordered.

If staff order direct from suppliers, the purchase order must be cited and the supplier must be asked to include this purchase order number on the invoice.

Goods/services ordered without due authorisation and/or a purchase order number will not be accepted and will not be paid for.

The budget holder will retain one copy of the order and provide a copy to Finance.