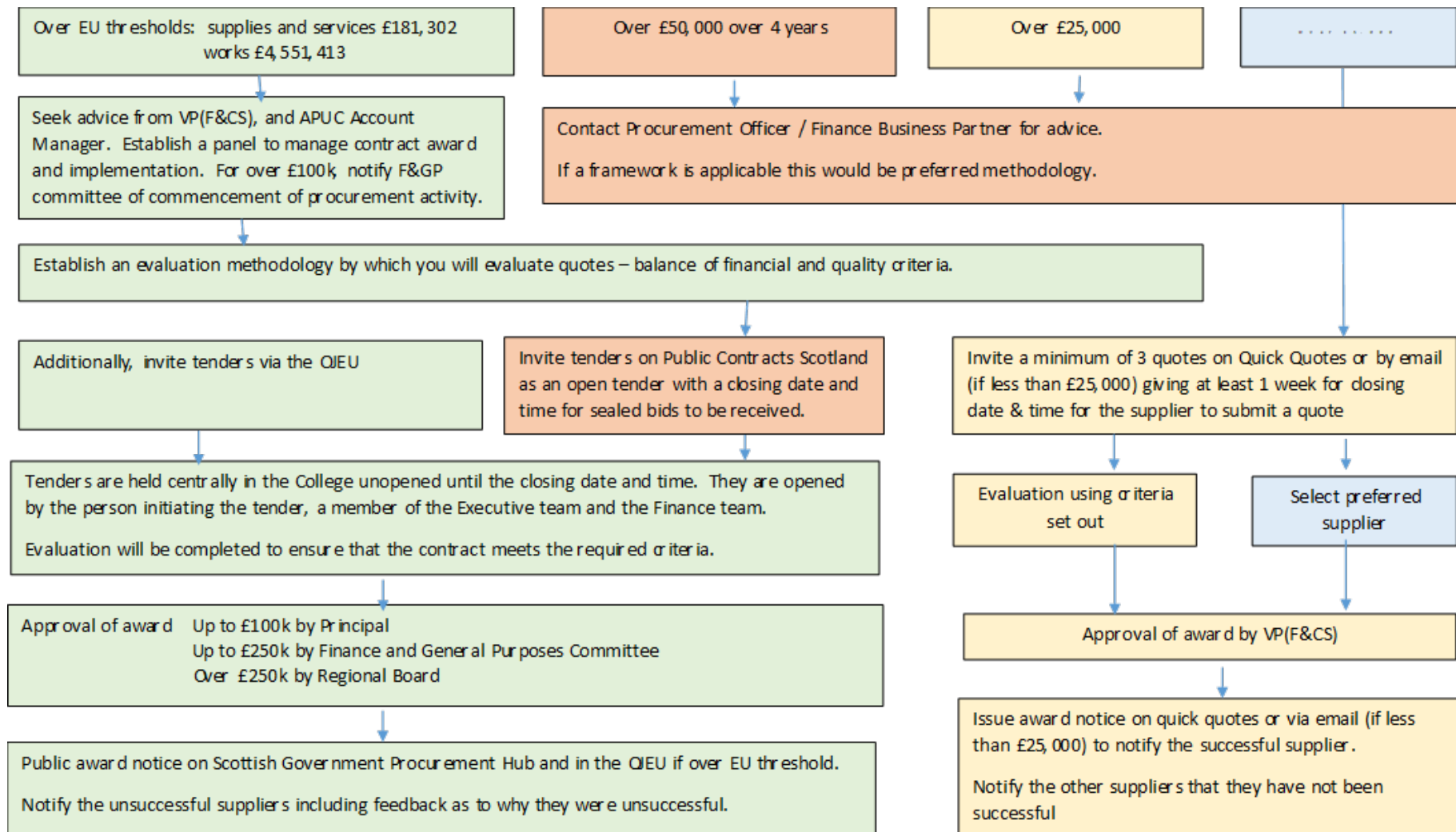


FINANCE AND GENERAL PURPOSES COMMITTEE

Subject: Procurement and Purchasing Thresholds	Purpose: For Approval <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/>	
Prepared by: Hazel Robertson, Vice Principal – Finance and Corporate Services	Date: 19/09/2019	
Purpose: To provide a proposal for changes to procurement and purchasing processes and thresholds.		
Linked to Strategic Goal 5: Build Sustainability.		
<p>Members will be aware of the desire to review all our accounting processes, to streamline and reduce bureaucracy, within a framework of appropriate delegation of responsibility and accountability.</p> <p>The attached document replaces existing Purchasing Thresholds document.</p> <p>Significant changes:</p> <p><u>Procurement</u></p> <ul style="list-style-type: none"> Changing the threshold for 3 quotes to over £5,000 (currently £3,000 for goods and services and £5,000 for works). The procurement process flow diagram is new and hopefully helps people to understand how to navigate through a procurement process. For all procurement activities over £5,000, advice should be sought from the finance team as to best practice. <p><u>Purchasing</u></p> <ul style="list-style-type: none"> Assuming that compliant procurement processes have been followed, we are able to raise the thresholds for authorising purchase orders / invoices and remove the need for senior finance managers to sign all orders. The purchasing process flow diagram sets out approval levels as follows: <ul style="list-style-type: none"> Budget authorisers £200 (new level) Wider leadership team £5,000 (new level) Senior leadership team £25,000 (raised from current £3,000 for goods and services and £5,000 for works) Executive team over £25,000 (currently authority sits solely with the Vice Principal Finance and Corporate Services) <p>The SLT considered these proposals and endorsed them.</p>		
Recommendation: Report is for approval.		
Previous Committee Approvals: n/a		
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>	Not for publication <input type="checkbox"/>

Appendix 1

Procurement Thresholds and Process



Appendix 2 Purchase Order Thresholds and Process

