



Procurement Policy - Procedure

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This policy reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed at the Policy Library.

1. Introduction

1.1 This document sets out the RSN's procedure on purchasing and procurement. It explains how we approve items of expenditure for payment.

1.2 The RSN is committed to achieving good value for money when purchasing goods and services. The aim of this policy is to ensure that expenditure is only incurred where it is:

- in pursuance of the RSN's charitable purposes
- an effective use of the RSN's resources

1.3 This procedure must be read in conjunction with the Procurement Policy and Procurement Schedule.

2. Procurement, estimates and tendering

2.1 In order to ensure value for money for significant purchases, research should be carried out on the goods or services in question and a relevant specification drawn up.

2.2 Where two or three written quotes are specified, but a specialist item or service is required for which it is not possible to obtain more than one quote; a justification must be made and documented for approval by the individual's line manager. Where the supplier chosen is not the cheapest, the reasons for this choice must be documented.

2.3 For IT equipment, the IT Manager should develop a specification for the item based on user requirements and check prices in accordance with the levels above to obtain the best value for money.

2.4 The purchasing table (Procurement Policy Schedule 2.1) applies to purchases that have been planned at the start of the financial year and included within the budget. Any unbudgeted expenditure that is over £10,000 in value must be approved by the Finance and Investment Committee in the first instance. They may in turn require further approval by Council.

3. Invoices

3.1 Authorisation of expenditure must be obtained in advance of the expenditure taking place. Invoices must be authorised in-line with delegated authorities detailed in table 2.2 in the Procurement Policy- Schedule.

3.2 Individuals authorising a purchase are confirming whether the expenditure is in line with budget and that there are funds to purchase it. It is the responsibility of the person requesting the purchase to confirm with the Director of Finance.

3.3 The level of authorisation shown in the Procurement Policy Schedule only applies to expenditure which is within budgets. Any excess spend, even at these levels still needs to be authorised by the Chief Executive or Finance Director.

3.4 In order for payment to be made, either the invoice should be signed by an individual as shown in the Procurement Policy Schedule or there should be other evidence (e.g. by email) of approval.

3.5 The person who requested the goods or services is responsible for checking the quality of what has been received and that it matches the order, and that the invoice agrees to this and is accurate.

3.6 Where invoices are for teaching hours for freelance tutors it is the responsibility of the authoriser to make sure that the tutor has used the correct hourly rate for teaching time and the correct calculation for the RSN charge for kits.

3.7 Once an invoice has been authorised, suppliers will be paid according to their payment terms, or if no terms stated within 30 days.