



Procurement Policy - Schedule

Document Control	
Document Owner	Finance Director
Version	1.3
Approved By	RSN Council
Date	Tbc
Effective Date	30 th September 2022
Amended By	Policy Working Group
	Hannah Warwick
Amendment Date	20 th July 2022
	2 nd March 2023
	2 nd May 2023
Amendments	Extraction from Policy and Procedure
	Updated financial delegations
Formal Review Date	30 th September 2024

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.

Procurement Policy - Schedule

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 The table below shows the action required depending on the value of the purchase. This applies to new, non-recurring purchases.

Value of Purchase £	Action Required (minimum)
£1,000	One quotes
£3,000	Two quotes
£3,000-£10,000	Three quotes
Over £10,000	Formal tender published online and circulated widely

2.2 Financial Delegations are as follows:

	Up to £500	Up to £1,000	Up to £3,000	Over £3,000	Over £5,000
Admin & Operations	Operations Officer	Director of Operations Finance Director		Chief Executive	Chief Executive and Finance Director
Friends & Council costs	PA to the Chief Executive	Chief Executive			
IT	IT Manager		Director of Operations		
Marketing	Director of Strategy and External Affairs Marketing Manager				
Education	Day Class and ISS Manager Future Tutors Programme Co-ordinator Future Tutors Administrator C&D Programme Manager Tours, Bespoke Classes and Partnerships Manager		Director of Education Head of Studio and Standards		
Degree	Degree Administrator	Degree Course Leader Director of Education			
Studio	Studio Manager		Head of Studio and Standards		
Retail	Retail Manager Director of Operations				

If the relevant approver is unavailable (holidays/other absence), delegation passes upwards to the next level of sign off.