

## Purchasing Procedures

Purchases of goods and services should be considered in four groups:

- Those items with a cost of less than £100, and are within budget;
- Those items costing less than £500;
- Those items in excess of £500;
- Regular, 'annualised' payments, (for example, services, insurance, salaries).

### **Those items with a cost of less than £100, and are within budget**

Items with a cost of less than £100, and are within the agreed budget can be procured by the Clerk to the Council, or any delegated member or officer of the Council

### **Items costing between £100 and £500**

Items costing less than £500 should be approved by a meeting of the Council and should be supported by a third party estimate of the cost. (This could be a formal quotation, web-page, advertisement, etc).

### **Items in excess of £500**

Items in excess of £500, and not falling into the category below, should be approved by a meeting of the Council and supported by a formal quotation. Where the anticipated cost exceeds £3,000, at least two quotations should be obtained.

### **Regular payments**

Regular, budgeted, monthly or annualised payments may be made as they fall due. They should be subject to annual challenge by a delegated officer of the Council, and the basis of charging, or the overall expected cost agreed and reported back to the Council.

### **A few rules**

Payment will only be made if the procurement meets the above guidelines and the final cost falls within agreed tolerances, (+/-10%).

Payment will only be made against an invoice or receipt.

Payments will be made as soon as practical after receipt of the documentation, but will not be referred to the Council prior to that payment.

Each month, the Responsible Finance Officer will provide, via the Clerk, a list of payments processed since the last meeting.

The RFO, as payment officer, should not be involved in any procurement.