**BCUAT Purchasing and Procurement Policy**

**Procurement**

Effective and efficient procurement provides BCUAT with real opportunities for delivering and embedding value for money in everything that we do, and is recognised as an important contributor to the achievement of BCUAT’s vision and mission.

The authority to procure goods and services rests with Board of Directors; this authority is delegated down to the Chief Finance Officer, who in turn further delegates this right to each Academy Principal and budget holders via a scheme of Delegated Authority.  The budget holder can further delegate his/her authority in part to other members of staff.

It is important that all staff who are authorised to commit expenditure are aware of the obligations placed upon them to obtain Value for Money and comply with BCUAT’s Financial Regulations and procurement policy and procedures.

BCUAT have access to SUPC consortium framework agreements. SUPC is the Southern Universities Purchasing Consortium, which specialises in managing and developing framework agreements for universities and further education colleges. A framework agreement is a contract with suppliers that sets out the terms and conditions for making specific purchases, and provides savings**.** Where such agreements exist, budget holders shall ensure that purchases are made utilising those agreements. Where there is not a central framework agreement or contract, the budget holder shall obtain quotations or invite tenders. The financial thresholds for obtaining quotes and tenders are as follows:

|  |  |
| --- | --- |
| Below £2,500  (inc VAT) | Purchase to be made using an existing/approved supplier or framework, and approval is needed from the Principal/Deputy Principal. |
| £2,500 to £25,000  (inc VAT) | At least 3 written quotations will be obtained from suitable suppliers. Two authorised signatures are required, at least one of whom must be from a BCUAT Director – Rates excluded |
| Over £25,000  (inc VAT) | Minimum 3 competitive tenders in accordance with the tendering procedure (please see below). Two authorised signatures are required, both of them from BCUAT Directors. |

**Purchasing**

**Authorisation**

Purchase Orders must be approved by the appropriate budget holders before they are passed to the Principal for authorisation. Budget holders will be informed of the budget available to them at least one month before the start of the academic year.

It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent.

Authorisation of expenditure will be evidenced by the official Purchase Orders held on file, signed by the Principal for any expenditure related to the Academy school and a Director or CFO for any expenditure related to the Head Office.

**Procedure**

Staff must complete an official Purchase Order request form and obtain the appropriate authorisation signatures as per the financial regulations, before any order can be placed with a supplier. Staff must be mindful of the “Value for Money” principle as defined by the EFA in the 2016 Academies Financial Handbook when placing orders. Orders must bear the signature of the budget holder, and reference the supplier contract or framework. Order request forms must bear the signature of the budget holder, and reference the supplier contract or framework. Completed forms must be forwarded to the responsible person (Academy Business Manager for the Academy or the Academies Accountant for Head Office) to check that adequate budgetary provision exists before placing the order. Correctly coded forms must be authorised by the budget holder or nominee on PS Financials.

The Finance Officer is to raise a pre-requisition order through PS Financials, which is to be approved by the budget holder. A printed copy of the order is to be filed and later attached to the invoice.

Deliveries and services provided must be checked against the original order by the budget holder, who should undertake a detailed check of the goods received against the delivery note. Any discrepancies must be notified immediately the supplier. Invoices and credit notes must be recorded on the purchase ledger, matched against orders and goods received notes and any discrepancies must be investigated and resolved. The Trust will normally pay purchase invoices by BACS no earlier than 30 days from the date of invoice. Budget holders may wish to obtain goods or services from suppliers who require payment of their purchase invoices within 30 days. In such cases, prior approval by the CFO is needed.

**Tendering Procedure**

1. The Purchasing Policy of the Trust requires tenders to be secured for the purchase of goods or services costing in excess of £25,000.
2. The evaluation process should involves at least two people where at least one must be from the Head Office. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process
3. Invitations to tender must give a full specification of the goods or services required.  The details must include delivery/completion dates and any special conditions. This information should be presented to the Policy and Resources Committee to evaluate and accept contracts.
4. Where required by the conditions attached to a specific grant from the DFE, the department’s approval must be obtained before the acceptance of a tender.
5. Acceptance of tenders should be confirmed in writing and all unsuccessful candidates should be promptly notified of the results. To aid probity and accountability, in the event of any future enquiry, all unsuccessful tender documents should be retained for a period of at least three years.
6. It should be noted that following the completion of tenders, any aspects of the tender procedure, including the evaluation criteria, the evaluation documentation, and details of successful or unsuccessful tenders, are publically disclosable documents and may be subject to Freedom of Information Requests.

BCUAT will keep on file all tendering documents for a duration of 6 years, unless the tender documents carry the company seal in which case they will be retained for 12 years.

All new supplier requests for each Academy will need to be done by filling in the appropriate form (please see appendix). The completed form will need to be signed by the Principal, and then sent to Head Office for authorisation.

**VAT**

The Business Manager will reclaim VAT payments made from their delegated budget on a monthly basis via HM Revenue and Customs.

VAT can only be reclaimed provided:

* The goods or services are for the use of the school
* A valid VAT invoice is obtained
* Invoices obtained by staff on behalf of the school must show the customer as the school
* If the invoice was paid by a credit card in the name of a member of staff and the valid VAT invoice only shows the customer as the school, VAT can be re-claimed
* If the invoice was paid by a credit card in the name of a member of staff and the valid VAT invoice only shows the customer as the member of staff, VAT cannot be re-claimed
* Petty cash expenditure must provide a valid VAT invoice
* Details required on VAT invoices vary according to cost and type of purchases.

**Appendix: NEW SUPPLIER REQUEST FORM**

**Please complete Parts 1 & 2 and send the completed form to BCUAT’s Head Office.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACADEMY NAME:** | | |  | |
| **NAME OF ORIGINATOR:** | | |  | | **POSITION / ROLE:** |  | | | | | | |
| **ORIGINATOR E-MAIL:** | | |  | | | | | | | | | |
| **SUPPLIER NAME:** | | |  | | | | | | | | | |
| **COMPANY REG. NUMBER:** | | |  | | **VAT NUMBER:** |  | | | | | | |
| **TEL NUMBER:** | | |  | | **FAX NUMBER:** |  | | | | | | |
| **E-MAIL** *(address for receipt of purchase orders)* | | | | | **E-MAIL** *(address for remittance if different to PO e-mail address)* | | | | | | | |
|  | | | | |  | | | | | | | |
| **ACADEMY ADDRESS:** | | | | | **ORDER DEPT. ADDRESS (if different):** | | | | | | | |
|  | | | | |  | | | | | | | |
| **BANK ACC. NUMBER:** |  | | | | **BANK SORT CODE:** |  |  |  |  |  | |  |
| **BANK NAME & ADDRESS:** | | | | | **FACTOR NAME & ADDRESS (if applicable):** | | | | | | | |
|  | | | | |  | | | | | | | |
| **DETAILS OF SERVICES / GOODS TO BE SUPPLIED INCLUDING ANY TRADE TERMS / DISCOUNTS:** | | | | | | | | | | | | |
| ***Please ensure you complete this field*** | | | | | | | | | | | | |
| **ANTICIPATED VALUE:**  *Please complete this field* | |  | | **>£10K? WERE 3 WRITTEN QUOTES RECEIVED?** | | | | | | | **Y/N** | |

**Part 1: Originator & New Supplier Details**

**Part 2: Principal Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVED BY:**  *(Typed in name will suffice)* |  | **POSITION / ROLE:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVED BY:**  *(Typed in name will suffice)* |  | **POSITION / ROLE:** |  |

**Part 3: Head Office Approval**