

# Procurement Policy

Effective From: 02 September 2016

Review Date: 01 September 2019

**NATIONAL  
COLLEGE  
CREATIVE  
INDUSTRIES**

## 1 INTRODUCTION

1.1 The following table illustrates the purchasing procedure for given levels of authority for purchases included within the operating plan for that year. The limits are set for values over the life of the contract.

|                   |   |
|-------------------|---|
| Financial Limit   | Purchasing Procedure for purchases within operating plan for the year.  |
| Over £100,000     | A full project appraisal to be submitted for Audit Committee (or other Board sub-committee) approval.   |
| Over £50,000      | Competitive tender requiring at least three invitations with at least two responses.<br><br>Purchase Order required   |
| £15,001 - £50,000 | At least three quotes in writing. Evidence should be retained for audit.<br>Purchase Order required,  |
| £2,001 - £15,000  | Three estimates – from list prices, telephone calls, emails, Internet etc. Evidence of estimates should be retained.<br><br>Purchase Order required,  |
| £0 - £2,000       | A Purchase Order is necessary to impose company conditions. Every effort should be made to purchase cost effectively. Evidence that an approach to ensure value for money was taken should be retained. |

1.2 If the service or product in question is not included in the operating plan then:

1.2.1 For purchases below £5,000 where unallocated budget resources are available, the purchase can go ahead if backed up by 3 estimates.

1.2.2 For purchases above £5,000, or where sufficient unallocated budget funds are not available, procurement approval must be made by the CEO with three quotes in writing as evidence.

1.3 Part of the procurement process will be to determine whether activities are more effectively carried out using in-house resources or using external resources. The College is committed to challenging and reviewing its procurement of external resources and at the same time its hiring and deployment of internal resources in order to ensure that it has the most effective mix. The audit committee will support this assessment of obtaining value for money and their advice should be sought in purchases over £15,000.

- 2 Procedure for reviewing the risk of potential conflicts of interest
  - 2.1 Before any request for estimates, quotes or tenders is made, reference should be made to the Conflicts Register, and any potential for a conflict of interest should be taken into consideration before making such request. As part of a full project appraisal and approval of any operating plan, the board (or its sub-committee) shall consider the potential for conflicts of interest and invite all board members and relevant staff members to declare any conflict of interest.