

Procurement Procedure

PROCEDURES:

Purpose

These procedures are designed to complement the College's procurement policy. The policy and procedures are binding on all staff who engage in purchasing for the college.

1. Identifying a need for goods/services

Once a Budget Holder identifies the need for services/goods, he/she will need to ensure that a requisition is raised on symmetry and sent out to the relevant supplier. Notable exceptions are gas, electric, water. The raising/sending out of the purchase order will be carried out by nominated members of staff in each area.

2. Raising a Requisition

When a member of staff is tasked with raising a requisition he/she will need to ensure that the correct nominal code, cost centre and project code (if applicable) are used. **The 'goods receipt' field must also be completed before the order can be posted (the Purchasing Assistant will receipt the goods at the Broadstairs campus as all goods will be delivered to goods inwards (formerly central purchasing) for distribution). For Dover, Folkestone, Canterbury and Sheppey campuses the person placing the order will need to goods receipt as there is no 'goods inward' facility on these campuses.** Lists of nominal codes and costs centres are available on the Finance CIS site. If you require assistance with codes, please liaise with the Finance Team. Where services have been procured, please make sure you notify the relevant member of staff so that these can also be receipted.

The correct supplier will need to be selected from the available list of suppliers. If your chosen supplier does not appear on the list, then you will need to go through the due diligence procedure as outlined in the due diligence policy, which can take up to one week.

Once the purchase order has been fully authorised, an email notification will be sent to the member of staff who raised the requisition and the purchase order will automatically be e-mailed to the supplier. A purchase order can only be printed once it has been fully authorised. The authorised purchase order then becomes a *commitment* against that budget.

Click on the link below for step by step instructions for entering an order onto symmetry:-

[Electronic Ordering](#)

3. Invoice Authorisation

Prior to the invoice being received the goods will have been 'receipted' by goods inwards or the person placing the order (depending on which campus you are). Invoices cannot be paid or posted until the total order has been received and confirmed as receipted. Suppliers should also quote the purchase order number on their invoice and submit it to the Finance Department.

Once the invoice has been received, the Accounts Payable clerk will match it to the relevant purchase order, scan the invoice onto the system and, provided the order and invoice agree, then no further action is required and the invoice will be posted and is ready for payment. If the difference between the invoiced amount and the order value is higher than 10% the invoice will be forwarded to the budget holder and (if necessary) the Executive Team/Principal for authorisation. E-mail notification will be received for this which will include a link directly to the portal where the invoice document and/or the scanned invoice can be viewed.

The Authoriser can then either authorise/reject or leave the invoice pending.

4. Internet Purchasing

Please note this should only be used for orders that can only be placed via the internet. Where the supplier already exists with an account on Symmetry, the process must be followed as per point number 2 on the previous page.

For purchases to be made via the internet the following procedure should be followed:-

- A requisition should be raised on symmetry under supplier code B293. Please ensure the website details are included in the comments box and any other information that the Finance Team will need to be able to place the order on-line
- Once approved an email will be automatically sent to the Finance Team
- Finance Team will then place the order

5. Authority to purchase

<u>Requisition/Order Value</u>	<u>Authorisation Level</u>
£0 - £2,000	Budget Holders
£0 - £10,000	Executive Team & College Principals
£0 - £75,000	Group Principal
Over £75,000	Governing Body

6. Obtaining quotations

Orders over £2,000 (and under £75,000);

Budget holders are expected to obtain three written quotes for purchases over £2,000

Orders of Goods or Services in Excess of £75,000;

All goods / services purchased with a value greater than £75,000, or for a series of contracts which in total exceed £75,000 must be subject to formal tender.

7. Government Procurement Cards

GPC cards should be used only for personal expenses such as travel, hotel etc. Please refer to Expenses Policy.

8. Compliance with EU Procurement Rules & Regulations

The College observes the current EU directive (with effect from 01.01.18) regarding procurement regulations and understands that failure to comply with this legislation carries penalties which the College will be held accountable.

The threshold rate is reviewed by the European Community every two years

Contracts meeting the thresholds have to be advertised in the Supplement to the Official Journal of the European Union (OJEU). When sourcing goods/services above these thresholds a consortium should be used to eliminate the necessity for the college to have to go through the OJEU process.

The Public Contracts Regulations 2015. Social & Other Services £615,278 (excl VAT)
The Public Contracts Regulations 2015. Supply, services & design contracts £181,302 (excl VAT)
The Public Contracts Regulations 2015. Threshold for Works Contracts £4,551,413 (excl VAT)

9. Contracts

Original contracts should be passed to the Head of Corporate Affairs. The Head of Corporate Affairs should be contacted prior to entering into a contract.