

RotherFed

Purchasing Policy

1. All purchases will be made within the guidelines of the Company's Financial Controls Policy.
2. Purchases will be made within the constraints of budget heads and need to be approved by budget holder before authorisation.¹
3. For all purchases of over £500, three quotations will be required where possible. This includes all hired services and trainers.
4. Decisions on preferred suppliers will be made within a framework of assessing best value which will include cost and quality
5. Procurement of new services will always be in writing and transacted through the Office Supervisor. This will include written clarification of the details of services being received and what the costs are.²
6. At present, the recommended guideline default payment for consultants is presently £35 per hour which includes all costs and expenses.

Date adopted: 8th February 2010

Signed:

Chair of the Board

¹ The default budget holder is the Development Manager. The budget holder for office expenditure is the Office Supervisor. The budget holder for grants is the Member Development Officer.

² A template is enclosed for training providers.

RotherFed Training Provision – Template



Name of Contractor					
Address					
Email					
Telephone					
Outline of training to be provided with dates and times					
The contractor will provide ³ (tick as appropriate):					
Equipment		Flipcharts etc		Photocopying	
Room		Refreshments		Certificates	
Any other details:					
Complete One of The Following					
The Inclusive Fee Will Be				£	
The Hourly Fee Will Be				£	
Signed on Behalf of RotherFed					
Signed on Behalf of Training Provider					

³ We can provide these services for a fee