

## Procurement and Purchasing Policy

### Summary of revisions for 2021/22

Revision	Reason	Policy Reference
1) Items not considered appropriate brought together at front of policy	Greater clarity for users. Users have fed back in some cases that they were not aware that a purchase was non-compliant. Clarity that any exception must either be expressly allowable and funded via an external funding agreement (research grant etc), or via the DoF exceptions process	1.3
2) Greater clarity on policy towards alcohol	Ensure clarity – resulting from UKRI audit and requests from HoS/DoPS.	1.3
3) Revised Contract Signature process map to allow delegations for contracts up to £25K	Current process although tightly controlled creates bottlenecks in key areas and a more proportionate approach is deemed appropriate for lower value/risk contracts.	2.2/A6
4) Sustainable Procurement Statement updated to include sustainable procurement Framework	Following extensive work with the University's sustainability Manager and Sustainability Forum, a Sustainable Procurement Principles framework has been published and with additional guidance on where sustainability is embedded within the Purchasing Policy.	3.0
5) Inclusion statement including Reasonable adjustments and Exercising judgement	Following consultation with Pro-Vice-Chancellor for Culture, Equality and Inclusion, guidance on Inclusion and where it is likely to be applicable in terms of the policy has been added.	4.0
6) Inclusion of 'No PO – No Pay' policy	Inclusion of a standard measure to increase financial control and ensure that orders are accurate and paid on time. This is common practice for organisations that use Purchase orders and is supported by GCGC. Although the policy makes this clear, in practice the implementation of this policy in areas where practice is currently weak will follow a planned sequential process to ensure against operational disruption.	6.1
7) Receipts to be attached to P-Card statements within Finance system	Ensures robust audit trail and removes the requirement for users to keep paper receipts for long periods of time locally – recommendation from Fin Ops audit as well as multiple requests from R&E and HoS/DoPS	6.2
8) Suspension of Purchasing Cards and requirement to implement alternative arrangements for continued non-compliant use.	Ensures that the use of Purchasing Cards are controlled and that non-compliant use is minimised. This cements in policy the principles agreed by UEG and communicated to all card holders in the summer.	6.2

