School of Business, Management and Economics

Purchasing Policy

1  Introduction

This policy has been produced to assist BMEc colleagues in the matter of purchasing goods and services, and should be read in conjunction with the University's Procurement Policy and guidelines to be found on: http://www.sussex.ac.uk/procurement/

If you need assistance or guidance on purchasing goods or services then contact the School Administrator.

2  The University's Electronic Ordering System

In order to maximise on value for money and comply with financial regulations the University has developed and implemented an electronic purchase ordering system. For all invoice transactions a purchasing order must be raised using this electronic system. Staff able to raise purchase orders will be authorised by the budget controller, Senior Finance Manager. The expenditure is made against an established budget code, and within the agreed budget limits.

The system only allows the purchasing of goods and services from approved suppliers. These suppliers are approved by the Procurement Office, if they are proved to be good value for money and agree to the University's conditions of supply. The approved suppliers can be searched by type of product or services using the purchasing system.

The University has published a Sussex Buyers’ Guide, which should be read by all members of staff authorised to purchase. See: http://www.sussex.ac.uk/procurement/1-3-1.html

Also see the University's guide on using the Electronic Ordering System: http://www.sussex.ac.uk/its/bis/documents/sussexdirect_electronic_purchase_order_system.pdf

3  The School's ordering procedure

Items of stationery or furniture can be requested through the School Office, by emailing the School Office direct with your request. Members of the School Office are familiar with the University's electronic ordering system and the School's approved suppliers.

Any requests for equipment or furniture over and above the standard furniture provided to faculty, would need to be funded from Departmental funds and be approved via a suitable business case by the HoD.

On delivery the goods will be distributed to the specified delivery address, which is usually the School Office. The invoice will be sent to the School Administrator for processing and authorisation.

4  Budget controls

Access to raise or authorise a purchase order is allocated to members of staff by the Senior Finance Manager. The budget monitor is usually the person authorised to raise a purchase order, the budget controller is usually the person able to authorise an order. The budget code is allocated with the agreed funds to enable a purchase to be made. If there are not enough funds in a budget then the purchase order can not be authorised and the system alerts the Senior Finance Manager.

Merrill Jones
BMEc School Administrator