**Sample**

**Purchasing Procedures Template**

*These sample procedures should be adapted for your board of management by customising as relevant. These sample procedures may need to be adapted to align with your board’s other policies and procedures. Likewise other policies and procedures may need to be aligned as appropriate with these sample procedures.*

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| **[SCHOOL NAME]****Purchasing/Procurement Procedures** |

Approved by Board of Management: [Date Approved]

Next policy review date: [+12 Months]

**1. Introduction**

The purchase order system will ensure that all purchases are recorded on a timely basis and that the purchase is within budget.

**2. Controls**

1. In all cases, where a contract (verbal or written agreement) is to be awarded for the supply of goods or services and payment under that contract is likely to exceed €10,000 in any twelve-month period, a tax clearance certificate should be requested.

**3. Order Placement**

1. Purchase order books should be printed on pre-numbered books with the school details and logo. The books will be in triplicate form. The order books will be kept at all times in the accounts administrator’s office.

{School may wish to keep such systems electronically, in which case a system for issuing prenumbered forms should be implemented}

1. Where goods or services have been identified as required in line with procurement procedures (see section 6), the person requesting the goods or services will complete the purchase order in full, sign, and give it to the accounts administrator together with any supporting quotations/price documentation.

Details should include:

* Description of goods or service
* Quantity
* Date required
* Cost Centre/code
* Suggested suppliers and pricing
* Approval
1. The accounts administrator will check the accounts records and budget to ensure that the goods being purchased are within the current budget for this department/category and will sign the order to this effect.
2. The purchase order and any supporting documentation will then be given to the principal for approval and when the order is certified by the principal it is returned to the accounts administrator.
3. Any purchase orders above € [x] must be approved by the board in advance.
4. The accounts administrator will take note of the order in full in their records and remove the first copy of the order from the book together with any supporting documentation and give it to the person who made the request.
5. The order is then placed by the person making the request. The order number must be quoted to the supplier when the order is placed and the supplier informed that all correspondence, delivery documentation and invoices will only be processed if they comply with this request.
6. It is accepted that in respect of certain services (e.g. electrical, plumbing) which are required regularly and often at short notice that it may be more practical to select one/two contractors whose services are called upon as required, without the need to seek advance quotations for each task. In these cases, periodic comparisons of prices and quality of service between a number of contractors in the area will suffice.

**3. Goods/Services are received**

1. On receipt of the goods/services the person who placed the order must check the goods/service for quality, quantity and pricing against the order. The supplier must be notified immediately of any discrepancies on any of these issues and a note must be attached to the delivery documentation giving the details.
2. The delivery docket together with the order and supporting documentation is passed immediately to the Accounts Administrator so that they can update their records for the receipt of the goods. The Accounts Administrator retains these on file pending the receipt of the invoice.

**4. Purchase Invoice**

1. When the invoice is received the accounts administrator will check it to the purchase order and delivery docket as to quantity and the condition of goods delivered and evidence that the service has been supplied to a satisfactory standard. The pricing and the calculations on the invoice should be checked in full. Check that the supplier has quoted the order number on the delivery documentation and the invoice.
2. Where discrepancies arise between the order/ delivery and the invoice these should be brought to the attention the person who ordered the goods and the principal. The supplier should be notified in writing.
3. Invoices which do not quote a purchase order number should be returned to the supplier unpaid. The invoice should be entered on the system and held for payment approval.
4. The checked invoice is then given to the person who ordered the goods for final approval and when they have signed it the invoice is returned to the Accounts Administrator. The invoice is then given to the principal for final approval.
5. The approved invoices are then given to the accounts administrator who will release the invoice for payment.

**5. Payment process**

1. The accounts administrator will prepare the payment of the invoice.
2. Payment should be approved by the [Principal/treasurer] and the second nominated signatory. Both authorisers will initial the invoices as approved for payment.
3. The invoice will be marked as paid.
4. The invoice, delivery documentation and order must then be filed in numeric order, by accounting period, and school year.

**6. Procurement procedures**

1. Check has the Office of Government Procurement a suitable framework/contract in place for the school’s needs?
2. In circumstances where there is no existing central contract or framework available to draw-down from and the OGP cannot undertake the project on behalf of the school, then a school must conduct its procurement process in compliance with their obligations under the law:

**For goods/services contracts up to €5,000 in value:**

* + - * Send a brief specification of the requirements electronically (by email or other available system e.g. internet search) to a minimum of three (preferably more\*) suppliers seeking a price quotation;
		- Select the lowest price and or the most suitable

**For goods/services contracts between €5,000 and €49,999.99 in value:**

* + - Issue specification of the requirements electronically (by email or other available system) to a minimum of three (preferably more\*) suppliers, seeking proposals. You must inform the suppliers of the criteria which will determine to whom the contract will be awarded (cost/quality considerations)

**For goods/services contracts between €50,000 and €214,999.99 in value**:

* + - * Formal tender documentation must be drawn up and advertised on <http://www.etenders.gov.ie/>. You should contact the SPU at procurementsupport@spu.ie as a first step.

**For contracts over €215,000 in value:**

* + - * Formal tender documentation must be drawn up (as outlined above) and advertised on http://www.etenders.gov.ie/ and http://www.ojeu.com/, the Official Journal of the EU (OJEU). The same rules apply as the threshold above, however the process takes place within strict minimum timelines.
1. Any relationship between a tenderer and any member of the Board of Management or any staff with responsibility for purchasing/procurement should be declared to ensure that the process is free from any suggestion of bias. Where there is a potential conflict of interest, the Board member should leave the meeting while the matter is being discussed. The staff member should not be involved in any stage of the tendering process.
2. The opening of tenders must occur at the same sitting, (the online post-box facility via eTenders creates its own audit trail) in the presence of preferably three people responsible to the Board of Management (BoM), one of whom must be the Principal. (The Finance Sub-Committee could also fulfil this function).
3. A file containing evidence of the tendering and quotation procedures actually undertaken must be retained for inspection if required.
4. A report of each tendering procedure and reasons for selection in each case should be presented to the board and recorded in the minutes. This report, together with the tenders received, must be retained for audit purposes.
5. Where it is proposed to accept a tender other than the lowest suitable tender, a proposal to that effect showing the precise reasons for the course intended, must be formally put before a meeting of the Board.
6. Unsuccessful tenderers should be informed without undue delay that they have been unsuccessful.

**7. Contacts:**

For questions about these procedures contact the board of management or [insert person/role] by [insert contact details].

**8. Procedure Review:**

These procedures will be reviewed annually and updated where necessary.

Adopted by board of management on [date].

Signed by the Chair on behalf of the board of Management

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**Note:**

This document is issued by the FSSU to encourage and facilitate the better administration and management of schools. This guidance was published as part of a suite of guidance, intended to provide support to boards of management, by putting in place systems, processes and policies which ensure schools are managed in an effective, efficient, accountable and transparent way.

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