

SCA Procurement Policy

1. CAPITAL EXPENDITURE AND MAJOR SERVICES

An item of Capital Expenditure is any item which may be capitalised and depreciated over more than one year. Such items include office equipment and software, and any other equipment item which is not considered immediately consumed.

Ongoing services and leases are classed as major services where the duration of the agreement is at least 12 months and/or the cost of the services exceeds £3,000

1.1 Approval

All purchases of capital items or major services must have the prior approval of the Association Treasurer and CEO.

This applies whether its purchase is funded by the SCA's own resources or aided by an external grant.

1.2 Ordering

To ensure proper recording of such a purchase, it should, wherever possible, be made by issue of a Purchase Order from the SCA office.

1.3 Value for money

The SCA shall always seek to obtain best value for money expended, and it is recommended that a cost comparison should be made with alternative suppliers wherever possible to justify a purchase of capital equipment or major service. As a minimum, the purchase of the item should be discussed with the Association Treasurer and CEO and the decision to select a particular supplier recorded so as to avoid collusion or fraud as far as possible. For items in excess of £7,000 a tendering process should be used. For items between £3,000 and £7,000 three quotations should be obtained prior to the decision being taken to raise the purchase order. It is recognised that in exceptional cases, e.g. the procurement of accommodation or conference services in a specific location, it might not be possible to obtain three directly comparable quotations. In such a situation the procurement decision can be made with fewer quotations and the reasons for this should be recorded and filed.

1.4 Externally funded items

Where an item is to be funded by an outside agency, the grant application must be signed by a Board official, i.e. the President, General Secretary or Treasurer, who shall consult the CEO and at least the other two office bearers, and if appropriate, the full Board, before signing.

We recognise that other officials of the SCA have informal contacts with outside funding agencies, but any application for funding must be with the full knowledge and consent of the Board represented by at least these three officers.

2. CONSUMABLES

Routine consumables such as minor stationery requirements may normally be purchased out of pocket and reclaimed using the Expenses Claim Form duly approved by the relevant committee treasurer before submission to the SCA Office for reimbursement. Justifying receipts should be attached to such claims.

3. CLARIFICATION

Anyone who wishes to make a purchase on behalf of the SCA who is unclear as to the appropriate procedure, should refer to the SCA office in the first place, or direct to the Association Treasurer or CEO before incurring any expense. Anyone making unauthorised expenditure does so at their own personal risk and may not be reimbursed.