

APPENDIX 5

Procurement Procedures

Section 1

Procurement Strategy

Background and Purpose

strategy is to become a university that is globally significant a leader in higher education that provides the highest quality research and teaching, with positive engagement locally and internationally. The Procurement Team supports this strategy in its engagement with external suppliers and management of effective commercial arrangements to deliver best value for money.

The purpose of this strategy is to provide a framework within which:

- The Procurement Department will support Lancaster University in the realisation of its vision and strategy;
- risk and giving due regard to the environmental and ethical impact;
- Procurement procedures and performance objectives are developed.

The Procurement Mission

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To achieve best value for money in the procurement of works, supplies and services and support the University in delivering world-class research and teaching.

Overarching Procurement Aims and Objectives

Specific annual objectives are developed in line with the strategy and tracked by the Head of Procurement. The overarching aims in support of the strategy are:

• To deliver value for money through good practice procurement, including the application of a Category Management approach;

Section 3

Where external advisers are involved in the purchase or tender, a conflict of interest declaration is required.

Section 6

Use of ebay and Other On-Line Auctions

The same care and regard to the Financial Regulation and Procurement Procedures should be taken when selecting on-line auction sites as would be taken when raising a purchase order. The Procurement team is able to pay for transactions using PayPal however, there are risks associated with using on-line auction sites. It is often more difficult to assess whether the organisation is bone fide and whether they are financially stable. Payment is made in advance of delivery, which is contrary to normal procedure and the department making the decision to buy from such a supplier will bear the risk should the item not be as advertised or is not delivered following payment.

Section 7

Sale and Disposal of Assets

IT equipment and software should always be returned to ISS to for potential reuse and otherwise for safe disposal to ensure that university data is removed. Please refer to ISS website for details.

Except for IT equipment and software, each depaken

spending limit. There is a monthly credit limit assigned to each card as well as a maximum limit for each transaction.

The use of Purchasing Cards in departments is limited to low value, one off purchases. Currently the maximum permitted value is £2500 but most cardholders will have significantly lower transaction limit rocurement policy and Expenses policy apply equally to Purchasing Card expenditure and transactions are regularly audited.

Use of purchasing cards for IT equipment including PCs, Laptop, Tablets or Mobiles Phones is prohibited.

Members of staff issued with a Purchasing Card must sign a User Agreement prior to taking ownership of the card. In signing the agreement they are confirming they:

- understand that they are making financial commitments on behalf of Lancaster University, will purchase in line with the Expenses policy and Procurement policy set out in this appendix and will seek to obtain the best value, using recommended suppliers wherever possible;
- will only use the Lancaster University Purchasing Card for the procurement of goods and services on behalf of Lancaster University and with the express permission of the card holder. The University Purchasing Card must never be used to make personal purchases, either for the cardholder or for others;
- agree that should they violate the terms they will reimburse the University for all charges incurred and for any fees related to the collection of these charges. Card activity is monitored and misuse will result in withdrawal of the card facility may result in disciplinary action.

Further guidance on the use of Purchasing Cards can be found in the Procurement webpages

Section 9

Travel

Travel Guidelines

All travel on University business should be booked with travel providers. This will ensure a duty of care for travellers, opportunities for value for money and more sustainable options. Self-service tools are designed for travellers to book their own flights, hotels and UK rail travel, on the Purchase Request Portal on the staff intranet <u>at this link</u>.

For more complex flights, car hire, airport taxis and European rail travel, a request should (be20) induced in the Travel Request portal at the above link.



Health and Safety for Travellers

Risk management needs to be considered for all trips and where appropriate (generally when travelling outside of Europe) a sufficient risk assessment must be carried out. Details on risk assessment can be found on the Safety Office website. The Foreign, Commonwealth and Development office guidance must be followed.

https://www.gov.uk/foreign-