

DUNGANNON DISTRICT COUNCIL

PURCHASES OF GOODS AND SERVICES

REVISION OF PROCEDURES

Requisitions must be prepared for all purchases and authorised by Heads of Department or nominated and approved deputies only.

No instructions to be given to any supplier in advance of requisitions being prepared and sent to Purchasing.

Purchasing Department is responsible for ensuring best value prices are obtained commensurate with specifications, and the Requisition System is an essential aspect of this process.

Suppliers entered on requisitions will be taken as recommendations only and may not necessarily be used for the actual purchase.

Before considering **ANY** purchase reference must be made to **TENDERS** in operation across the whole Council spectrum. Approved suppliers should always be used where possible but specialist suppliers are not precluded, provided Procedures are maintained within the overall regulations in operation.

Approval of expenditure at the appropriate Committees and Council is paramount and procedures for Heads of Departments to present projects for approval at Council and Committee meetings is clearly defined.

There is a serious misconception that goods below the value of £250 can be purchased without authorisation. This is completely incorrect. It is a threshold figure established before a prescribed number of quotations or public advertisements are required. It does not mean anyone can order anything if it is less than £250. Appropriate approval is required for **ALL** purchases.

Closer co-operation has to be engendered between departments relative to common requirements eg Advertising, office requisites, special stationary needs, etc.

Confirmation Orders are only to be accepted in cases of dire emergency. There should be a greater advance awareness of requirements so that purchases are prepared before the goods are actually needed.

Consideration should be given for purchases from "Petty Cash" (duly authorised and approved by Heads of Department) for small items valued under a given amount.

These procedures are in force to meet the Council's obligation to operate in an efficient and business like manner within statutory and properly approved and audited financial regulations.

The current threshold limits that will apply are as follows:

VALUE OF GOODS/SERVICES	ACTION
Up to £1,000	Purchased at best prices
From £1,000 to £3,000	3 Quotations to be received
From £3,000 to £5,000	4 Quotations to be received
Above £5,000	Public Advertisement