



WILMSLOW UNITED REFORMED CHURCH
PROCUREMENT FRAMEWORK

Framework

- 1.1 The Procurement Framework exists to assist and protect the interests of Wilmslow URC, Officers, Elders, teams, members, and individuals, and to ensure that Value for Money is obtained in all procurement activities.
- 1.2 This framework should be viewed as an aid to good management and not as a hindrance. Followed properly they provide protection for everyone against criticism. Officers must be able to demonstrate that they followed procedure or had obtained the necessary authority for not doing so.
- 1.3 It is recognised that there at times when emergency or health & safety expenditure is needed it can't be delayed by strictly following procurement procedures. These occasions though should be exceptions and reported subsequently if the procedures could not be followed.

Appropriate Procedure

- 2.1 Financial value defines the thresholds where specific procedures apply.

TOTAL ESTIMATED VALUE OF CONTRACT	TENDER PROCEDURE APPLICABLE
Over £16,000 (Synod approval limit)	These contracts should be let by a competitive procurement procedure agreed following a decision of Church Meeting. This may be a number of quotations or a formal tender process.

Over £5,000 but less than £12,000 (Synod approval limit)	Providing budget provision has been made, or approval has been given by Church Meeting then a minimum of three quotations should be sought from companies chosen by the Elders or relevant team providing that consideration is given to value for money and delivery capability before an order is placed.
Over £250 but less than £5,000	Providing budget provision has been made, or approval has been given by Church Meeting then the Team Leader can authorise one written price agreement from a potential supplier (providing that consideration is given to value for money and delivery capability before an order is placed).
Less than £250	Purchases can be made by individuals providing budget provision has been made.

2.2 For the purposes of the financial bands, consideration should be given to total spend across a period rather than each individual occasion of expenditure.

2.3 All invoices for expenditure should be made out in the name of Wilmslow URC and not an individual. Orders placed with businesses should make this clear. Invoices for payment by the church will be required for all items of expenditure.

Conclusion

2.4 Purchasing at its simplest is an activity we encounter every day in our private lives. But the purchasing of goods and services on behalf of organisations is a professional activity, and, where necessary, needs to be treated as such.

2.5 The limits in the Framework and the document itself will be reviewed annually by the Finance Team.