

St. Mary's Church

The Parish Church of Riverhead with Dunton Green, Kent

Procurement Policy





Procurement Policy

Introduction

Within St Mary's a number of volunteers regularly spend relatively small amounts of money on church supplies, and then seek reimbursement from the treasurer in due course.

This system relies on the Christian goodwill of the volunteers involved. Indeed, some people do not seek reimbursement on occasion, viewing such expenditure as part of their giving (but it must be stressed that this is not the norm).

Larger purchases will need more formal approval, usually in advance of the purchase actually being made.

What is covered by the Policy?

The purchase of supplies, products, equipment and services on behalf of St Mary's.

Who is covered by the policy?

This policy covers all individuals who wish to procure supplies, services, products, equipment and services.

The Policy

St Mary's Policy is set out below as to how the approvals and making of expenditure should normally operate within St Mary's.

1. For items under £100

The relevant volunteer may make purchases, with reimbursement subsequently being sought from the treasurer.

Receipts should be provided to the treasurer wherever possible.

Typical areas of expenditure with the names of usual people involved are:

Activity	Supplier Name
Printing	Phillips Duplicators Ltd
Church service supplies	Vanpoules Ltd
Tea and coffee etc.	Traidcraft Plc
Tuning of church piano	Nigel P Austen



Procurement Policy

If necessary, a cash advance can be requested from the treasurer before making any purchase. In this case, a receipt and the change must later be given to the treasurer.

2. For expenditure from £100 to £500

Written approval by the treasurer and a churchwarden is required.

This approval may be given on a one-off basis, or on a standing basis for up to one year at a time for regular suppliers.

Larger purchases should not be artificially sub-divided so as to fall below the £100 lower limit.

Typical examples of expenditure with usual contractors falling under this paragraph are as follows:

Activity	Supplier Name
Gas	Opus Energy
Electric	Opus Energy
Church service supplies	F A Dumont
Council Tax for Vicarage	Sevenoaks District Council
Insurance	Ecclesiastical
Servicing of church clock	Gillett & Johnston (Croydon) Ltd
Telephone in church hall	Plusnet
Lighting maintenance	Relamp Electrical Contractors Ltd
Photocopier	Apogee Corporation Ltd
Tea and coffee supplies etc.	Traidcraft Plc
Vicarage intruder alarm service	IDH Alarms Co Ltd

Receipts **must** be provided to the treasurer in **all** cases under this paragraph.

3. For expenditure above £500

On a one-off or annual basis, three quotations must be obtained, and the choice of supplier is to be approved by the PCC, or Standing Committee where this authority has been delegated by the PCC.

Where suitable the PCC or Standing Committee will normally advertise the opportunity and draw up a written specification.

In all cases above, purchasing of supplies and services for St Mary's should take account of:

- ✚ Price



Procurement Policy

- + Ability to deliver the required service quality and timescales
- + Warranty and guarantees
- + Experience/reputation/recommendation

Generally

Under 2 and 3 above, the PCC may select a preferred supplier directly where the service required:

- + is highly specialist and the PCC cannot identify potential alternative suppliers
- + is highly commercially confidential and the PCC does not wish to release information about our need for the service to the market
- + extends or relies on knowledge from a relevant previous collaboration with one particular supplier

In these cases, the PCC will take reasonable steps to establish that the supplier's costs are acceptable e.g. by comparing with day rates from other similar businesses where this is practicable and record and retain that information in the form of a file note. The final purchasing decision rests with the PCC as advised by the treasurer and churchwardens.

Any queries on this policy should be addressed to the treasurer.

Policy created: 20 May 2015
Previous version: 8 June 2015
Update since last version: None
Policy to be reviewed: November 2017