

Purchasing Policy

1. In general terms all spending should be pre-approved by Club Council and included in the planned budget. Approval will normally be obtained by a request made to Council by the event leader explaining the event and proposed extent of spend. For larger sums, a breakdown of proposed spending will be required. By this means Council approves spending and the Treasurer receives notice of proposed spending to ensure that sufficient funds are available.
2. Once authority to spend has been delegated to the event leader, it is his/her responsibility to ensure that spending provides value for money and does not exceed the total agreed budget without prior Council approval. Before making any commitment greater than £500, a holder of an approved budget is to consult the Treasurer to confirm that funds are available.
3. Cost should be a prime consideration in achieving value for money, but other factors should be considered. These could include:
 - a. Quality of service or product.
 - b. Reliability of supply.
 - c. Availability.
 - d. Confidence in the supplier's ability to deliver.

If all other considerations are balanced, local supply should be preferred.

4. In order to ensure that Ludlow Rotary Club achieves value for money without undue time spent in seeking alternative quotes for low value spend, the actions below are required by Members making purchases on behalf of the Club. "Sole sourcing" is purchasing from one source without seeking alternative offers. Alternative offers should generally always be sought, but the following limits apply:

Amount	Required Action
Less than £100	Sole sourcing is permitted, but value for money should be sought
More than £100 to less than £500	At least 2 competitive offers are to be explored, and rejected offers noted.
More than £500	Written (i.e. E mail, or written quote) sought from 3 or more independent sources.



5. When a supplier of goods or services ***over £500 is selected whose offer is not the lowest price***, the reasons for the decision should be summarised in the format at Appendix A, and the completed form retained with the associated invoice.

6. In emergency circumstances, or in the absence of any suitable alternative sources, sole sourcing is permitted at all levels with documented justification and with the prior approval of President and Treasurer.

Policy review

Reviewed by	Council Position	Date
Barry Forrester	Officer	22 October 2024
Paul Serrell-Cooke	Secretary	22 October 2024
Next review due by		October 2027



Purchases over £500

ITEM	PRICE	REASON FOR SELECTION

Event Leader

Date

Signature

Name

