

Purchasing Policy

- 1 To obtain for, and supply to, the University's schools and service departments, goods and services of the optimum quality and quantity at the time they are required, at the lowest delivered prices consistent with meeting these requirements, and to maintain the highest standards of impartiality and probity in purchasing activities.
- 2 To ensure that all goods and services purchased, stored and distributed throughout the University meet operational requirements and that the techniques employed in all stages of the purchasing process are aimed at maximising the level of value for money obtained.
- 3 To develop awareness of the importance of obtaining value for money at all levels of purchasing activity.
- 4 To provide all schools and service departments with relevant and up to date information and advice on current purchasing procedures, supplier information, special agreements and any other information deemed necessary to promote and ensure good purchasing practice.
- 5 To establish and promote techniques for evaluating and improving purchasing performance.
- 6 To encourage and develop, over the entire range of purchasing interests, the strategies which make full use of existing technical and purchasing expertise within the University.
- 7 To consolidate and rationalise existing purchasing functions and, where desirable, to develop and extend a co-operative purchasing philosophy involving a greater degree of co-ordination of purchasing arrangements where advantages can be demonstrated.
- 8 To develop co-operative purchasing relationships via the University's membership of the Southern Universities Purchasing Consortium (SUPC), and any associated national University purchasing facilities.
- 9 To manage all stocks to provide the best possible services to users at lowest cost, including holding stocks at the lowest level consistent with fulfilling requirements.
- 10 To reduce and rationalise the University's supplier base to ensure effective concentration of purchasing power.
- 11 To maintain good supplier relationships through a policy of impartial selection of suppliers, a hard but fair attitude to negotiation, and ensuring prompt payment of invoices.

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Updated to reflect changes in institutional and officers' titles.

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