



## Wash Wader Research Group

### PROCUREMENT POLICY

#### Once-off purchases of Goods and services

- **Items below £500**

May be purchased by Group members who have prior authorisation from Trustees or the Group Treasurer.

- **Items from £500 and below £1000**

May be purchased by Group members with the written agreement of a quorum of Trustees and the Group Treasurer who may also decide if written quotes are required on a case by case basis where appropriate.

- **Items from £1,000 and below £10,000**

Two written quotes shall be sought.

In the case of equal quotes (in terms of cost and quality), a local supplier shall be given preference.

If the lowest quote is not chosen the reasons shall be documented.

Where specialised services are required from a known reliable provider to meet a short deadline created by a grant provider, the Trustees will proceed with one quotation subject to the agreement of a quorum of Trustees. Quote will be accepted by quorum of all trustees or all trustees email.

- **Items from £10,000 upwards**

Three written quotes shall be sought.

If multiple quotes are not possible, the reasons shall be documented.

In the case of equal quotes, a local supplier shall be given preference.

If the lowest quote is not chosen, or only one quote is supplied, the reasons shall be documented.

Purchase shall be agreed by a meeting of the Trustees or by all-trustees email.

- **Contracts below 1 year and £10,000 in total commitment**

Two quotes in writing shall be sought or the reasons shall be documented.

In the case of equal quotes, a local supplier shall be given preference.

If the lowest quote is not chosen the reasons shall be documented.

The contract shall be agreed by a quorum of the Trustees.

- **Contracts 1 year and above or £10,000 in total commitment**

Agreement to seek quotes shall be made by a meeting of the Trustees or by all- trustees email.

Three quotes in writing shall be sought.

If multiple quotes are not possible, the reasons shall be documented.

If the lowest quote is not chosen, or only one quote is supplied, the reasons shall be documented. In the case of equal quotes, a local supplier shall be given preference (equal quotes means equal in terms of cost and quality). Contract detail negotiations shall be done by at least two Group members nominated by the Trustees. Non-standard contracts shall be checked by a solicitor. Award of contracts shall be agreed by a meeting of the trustees or by all-trustees email.

### **Grants with significant conditions from national agencies**

Application for a grant shall be agreed at a meeting or by email correspondence between the Trustees. The grant application form shall be checked by at least two Trustees. Accepting the grant and its conditions shall be agreed by a quorum of the Trustees.

- **First Published:** 10/02/2023
- **Adopted by Trustees:** 05/07/2023
- **Date Reviewed:** -