

University to restrict expenditure to essential items only

Changes to Procurement Authorisation Levels

The University's Financial Sustainability Group has agreed to increase the current £2k threshold for Head of Department and Finance & Procurement requisition approval to £5k to enable essential expenditure to support the University's operation for the current academic year.

This change will take effect from today **Monday 2nd November 2020**.

From that point, new requisitions of £5k and over will be verified by budget holders and then routed through the Head of Department and Finance & Procurement for approval. Requisitions of less than £5k will require budget holder approval only. **Please note Requisitions already in workflow prior to the 2nd November will be processed using the previous 2K workflow route.**

The principle of essential expenditure still applies as agreed by University Council on the 25th March 2020 to endorse a series of measures to restrict expenditure to that which is essential to meet the current operating requirements of the University, this includes;

- On-line teaching and assessment
- On and off premise grant funded research
- On and off premise activities generating an income to cover all the expenditure incurred
- Health & safety and other regulatory compliance
- Contractual or similar obligations made by the University

The University will continue to monitor the current financial situation and may make further changes as necessary.

Supporting Documentation

Only requisitions with a value of £5K and over will require either a Bid Evaluation Document (BED) or Single Action Waiver (SAW) as supporting documentation. Written justification that the proposed expenditure is 'essential' remains a requirement of the supporting documentation.

This threshold change reintroduces the requirement to complete and keep in the department a Small Quote Form (formerly Summary Record of

Purchase Quotations). This is for purchases between £2k to £5k. Please refer to the [Procurement threshold web page](#) for more information.

Procurement process using external research funding

To support the University's research activities on and off campus, the interim procurement measures do not apply to the procurement of goods and services using external research funding.

This will mean a supporting Bid Evaluation Document (BED) or Single Action Waiver (SAW) is not necessary for any externally funded research expenditure over the interim £5k threshold.

Therefore, in line with the standard University Procurement Policy the £10k threshold applies for expenditure related to external research funding research only.

In order to maintain the necessary control over University finances, if there is any element of operational/University funded expenditure within the requisition then the interim procurement measures will continue to apply.

University purchase cards

The University's Financial Sustainability Group has agreed to re-instate University purchase cards for existing cardholders.

General Procurement advice

Where an internal service provider (ISP) exists they must be used in preference to an external supplier. For a list of internal service providers please see: [List of internal suppliers](#)

Where a call off contract has been established, this contract must be used. For a list of University contractual arrangements please see the [Procurement contracts list](#)

Due to the coronavirus there may be exceptional circumstances for which our existing agreements cannot support your requirements, if this is the case or if you need further advice please contact category.management@bath.ac.uk

It is also very important that we continue to support our suppliers at this difficult time. It is imperative that the University maintains prompt goods

receipting for all delivered products and services to ensure cash flow in the supply chain, to protect suppliers and ultimately jobs.

Many thanks for your support and co-operation during this challenging time.