Responsible Procurement

UPR PU01 version 15.0

Policies superseded by this document

This document replaces version 14.1 of UPR, PU01 with effect from 30 June 2026.

Summary of significant changes to the previous version

Updates to replicate the evolved effective and efficient procurement practices, the incorporation of elements extracted from the obsolete Corporate Regulations and Financial Regulations (FR06), and the previous standalone appendix A sustainable purchasing policy.

Glossary

A glossary of approved University of Hertfordshire Higher Education Corporation (Corporation) terminology can be found in **UPR GV08**.

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1 Introduction

1.1 Procurement decisions have major socio-economic and environmental implications, both locally and globally, and so the Corporation is committed to delivering a procurement function which can demonstrate responsible procurement which encompasses financial, environmental, and social consideration and value for money. The Corporation aims to embed the principles of responsible procurement into its business practices and ethos to ensure that its activities, products, services and works, meet the diverse needs of students, the economy and society now and in the future.

1.2 This document should be read in conjunction with UPR GV12[1]

1.3 In accordance with the requirements of UPR FR06[2], the Group Chief Financial Officer has established the following regulations and procedures for the procurement of supplies, services, or works.

2 Group Chief Financial Officer

Under the terms of the Financial Regulations (see UPR FR06), the Group Chief Financial Officer is responsible to the Board for the implementation and operation of appropriate procedures and processes (electronic or otherwise) for the proper financial management of the Corporation to ensure compliance with the requirements of the Office for Students' Terms and conditions of funding for higher education institutions and the Corporation's Financial Regulations to which the policies and regulations contained in this document (UPR PU01) are subordinate.

3 Group Head of Procurement

3.1 Authority and role of the Group Head of Procurement

The Group Head of Procurement is the nominee of the Group Chief Financial Officer in all matters relating to procurement.

3.2 Responsibilities of the Group Head of Procurement

All matters relating to the procurement of supplies, services, or works must be referred to the Group Head of Procurement who will assist all Strategic Business Units and the companies (see section 5.4 and 5.6), in complying with the Financial Regulations of the Corporation and current legislation.

4 Staffs Role and Responsibilities

All staff involved in the procurement of goods, services, and works, within the Corporation will strive to achieve the aim of responsible procurement through:

4.1 Enquiring whether a purchase is really necessary, with a view to reducing consumption.

4.2 Consulting with procurement and environmental staff for advice on environmental issues relating to purchasing, which may include calling on the skills of our supplier base as necessary.

4.3 Ensuring responsible and ethical procurement including economic, environmental, and social factors are considered during tender and contract processes with a

[1] UPR GV12 'Bribery and Corruption'
[2] UPR FR06 'Financial Regulations'

commitment to continually improve sustainable performance related to the supply chain.

4.4 Ensuring that contractors and major suppliers comply with the Modern Slavery Act 2015 and all relevant environmental legislation.

4.5 Ensuring that suppliers' environmental credentials are, as far as legally practicable, considered in the suppliers' appraisal process.

4.6 Ensuring that appropriate consideration and weighting is given to the costs and benefits of environmentally preferable products and service alternatives and to understand local needs.

4.7 Encouraging suppliers to actively promote good environmental awareness and practices.

4.8 Educating suppliers and staff concerning the Corporations sustainable objectives, which include:

i. ensuring compliance;
ii. preventing pollution;
iii. minimising waste;
iv. preserving natural resources;
v. avoiding the use of conflict minerals;
vi. promoting resource efficiency by eliminating, reducing, reusing, and recycling.

4.9 Encouraging the whole life cost approach to any goods, services, or works, to be purchased, including as a minimum:

i. manufacture, delivery, installation;
ii. "buy-to-use" principle;
iii. operating costs including energy, water usage, and maintenance; and
iv. end of life costs including decommissioning and disposal.

4.10 Wherever practical, giving preference to suppliers which demonstrate how they are reducing their environmental impact in order to inform the University's Eco Campus Platinum (ISO 14001) Environmental Management System.

5 Definitions

For the purposes of this document the following definitions will apply:

5.1 'Appointee of the Board':

the Vice-Chancellor, the Deputy Vice-Chancellor, the Group Chief Financial Officer and the Secretary and Registrar;

5.2 'Approved Supplier':

a supplier identified by the Group Head of Procurement to provide specific supplies, services, or works. No formal relationship exists between the Corporation and an Approved Supplier unless a Purchase Order is raised;

5.3 'Budget Holder':

a Member of the Corporation to whom a Head of SBU has delegated responsibility for the management and administration of a portion of the overall budget of the SBU;

(**Note for guidance:**

The Head of SBU will discharge the responsibilities assigned to Budget Holders where they have not delegated responsibility to a Budget Holder.)

5.4 'Company':

a company either wholly owned by the Corporation or wholly owned by a subsidiary company wholly owned by the Corporation; unless indicated otherwise in the text of this document 'Corporation' includes the Corporation (as defined in section 5.6) and the companies;

5.5 'Contracted Supplier':

a supplier identified by the Group Head of Procurement, by means of a tendering process or contract award to provide specific supplies, services, or works. Relations will be established formally between a Contracted Supplier and the Corporation by means of a contract;

5.6 'Corporation':

the University of Hertfordshire Higher Education Corporation: unless indicated otherwise in the text of this document 'Corporation' includes the Corporation and the companies (as defined in section 5.4);

5.7 'Head of Strategic Business Unit':

the senior officer appointed by the Vice-Chancellor to have responsibility for the financial management and administration of an SBU;

5.8 'Member of the Corporation':

members of the Board of Governors, employees of the Corporation, employees of the companies and, in cases where they are given responsibility for assets of the Corporation or other financial matters, students;

5.9 'Strategic Business Unit (SBU)':

for the purposes of financial management and administration, the Corporation has an internal structure of SBUs composed of academic schools and professional resource centres;

5.10 'Managing Director'

the senior officer appointed by the Corporation to have responsibility for the financial management and administration of a Company;

6 General Regulations

6.1 Compliance with corporate regulations

Members of the Corporation, as defined in section 5.8, must at all times comply with the Corporation's Financial Regulations (UPR FR06); the Corporation's regulations relating to the declaration and registration of interests, benefits and gifts (UPR GV12) and the regulations set out in this document, as amended from time-to-time, as appropriate, by the Board of Governors or the Group Chief Financial Officer.

6.2 Compliance with standards

In conjunction with the Group Head of Procurement, Heads of SBU or Company Managing Directors must ensure that appropriate standards (such as British Standards, or equivalent, which have been set for the manufacture of goods and the provision of services for which purchasing arrangements are made on behalf of the Corporation), are properly observed. Consideration will also be given to any other legislation which is applicable.

6.3 Health and safety

Heads of SBU or Company Managing Directors must have full regard for the Health and Safety implications of any supplies, services, or works which they purchase. As appropriate, they should seek the advice of suppliers, the Group Head of Procurement, and the Director of Workplace Safety, Health and Wellbeing.

6.4 Managing agents/project managers

6.4.1 Where the Corporation retains the services of a managing agent / project manager to supervise work on its behalf, it will be a condition of the contract between the Corporation and the managing agent / project manager that they will comply in all respects with the requirements of the Corporation's Financial Regulations (UPR FR06), with the requirements of this document, and with the Corporation's regulations relating to the declaration and registration of interests, benefits, and gifts (UPR GV12).

6.4.2 Where the contract with the managing agent / project manager delegates responsibility to the managing agent / project manager for the appointment of sub-contractor(s), it will be a condition of the contract that the managing agent / project manager will appoint suitable contractors and suppliers and that the Corporation's regulations relating to the declaration and registration of interests, benefits and gifts (UPR GV12) will be observed.

6.4.3 The above conditions (see 6.4.1 and 6.4.2) will be stated unequivocally in the Corporation's contracts with managing agents / project managers.

6.5 Impropriety

6.5.1 Members of the Corporation must:

i. at all times observe propriety in their dealings with commercial organisations and are required to comply with requirements set out in UPR GV12, and with the regulations set out in this document;

ii. not use the power delegated to them, or their position within the Corporation, for personal gain nor in their conduct of any business dealings or relationships should they allow their integrity to be compromised, particularly where the Corporation has delegated responsibility to them for a particular matter or where they are otherwise involved. They will therefore reject any business practice which might reasonably be deemed improper;

iii. foster (particularly among Members of the Corporation for whom they are responsible) the highest possible standards of competence in all matters relating to procurement. Where appropriate they will ensure that professional advice is sought.

6.5.2 Confidentiality

i. The confidentiality of commercial information received by a Member of the Corporation during their duties should be respected and must never be used for personal gain or without any necessary authorisation.

ii. Under no circumstances may a Member of the Corporation disclose to one supplier the price and terms offered to the Corporation by another.

6.5.3 Accuracy of information

Information given by a Member of the Corporation in the course of their duty should be true and fair and should never be designed to mislead.

6.5.4 Competition

Whilst recognising the advantages which may accrue to a customer in cases where a continuing relationship exists between a customer and a supplier, any such relationship should be avoided where it might in the long term, prevent the effective operation of fair competition or the proper operation of these regulations.

6.6 Limits of the Corporation's liability

6.6.1 The Corporation reserves the right to refuse to accept liability for any supplies, services, or works, which have been supplied as a result of a breach of its regulations.

6.6.2 Orders must not be placed orally or in written format e.g., letters, email, without the prior written consent of the Group Head of Procurement. Members of the Corporation who fail to comply with this requirement will be subject to disciplinary proceedings.

6.7 Value for money

All Members of the Corporation who purchase supplies, services, or works on behalf of the Corporation must make every effort to ensure that value for money is obtained and may be called upon to demonstrate that this requirement has been met.

6.8 Suppliers' viability

6.8.1 The viability of a potential approved or contracted supplier must be verified independently.

6.8.2 For new supplier submissions or contract awards with a total value more than **£30,000**:

i. a credit or reference check must be undertaken;

ii. the credit or reference check will be assessed by the Group Chief Financial Officer (or nominee);

iii. where a credit or reference check, or intra-group guarantee e.g. parent company guarantee, prove unsatisfactory, the Corporation shall not enter into any business activity with the supplier.

6.9 Environmental strategy

6.9.1 The Corporation wishes to ensure that the procurement of all goods, services and works is in keeping with its Environmental Strategy (see UPR HS09[3]). To this end the Corporation has developed specific environmental criteria which should be applied in the following areas:

i. procurement;
ii. the design of all new buildings and estate developments;
iii. the choice of building materials for all new building work and estate developments;
iv. the maintenance of buildings, landscape management, and cleaning.

6.9.2 It is understood that these criteria must necessarily be considered in the context of 'best value for money.'

6.9.3 Sustainable procurement contributes to the Corporation Environmental Annual report.

6.10 Modern Slavery Act

6.10.1 The Corporation undertakes to take all reasonable steps to ensure that Modern Slavery is not undertaken by those companies that provide supplies, services, or works directly to the Corporation.

6.10.2 All suppliers in the direct supply chain to the Corporation are expected to commit to following the Base code of the Ethical Trading Initiative (ETI).

6.10.3 Any Members of the Corporation who become aware of possible Modern Slavery activity within the Corporation, or supply chain should raise this immediately with their line manager, Head of Strategic Business Unit or other senior colleague. Where necessary staff, suppliers and third parties may also use the Whistleblowing Policy (UPR GV16) available at the following link:

https://www.herts.ac.uk/__data/assets/pdf_file/0003/262092/Whistleblowing-Policy-GV16.pdf

7 Methods of Procurement

7.1 General regulations

7.1.1 The purchase of all supplies, services, or works, will be the subject to competitive quotation or a public tender unless the conditions set out in section 8.5 or 8.6 apply.

[3] UPR HS09 'Environment and Sustainability Policy'

7.1.2 No order for the purchase of supplies, services, or works may be broken down into smaller, less costly elements to facilitate the evasion of the Corporation's Financial Regulations (UPR FR06) or the regulations and procedures set out in this document.

7.1.3 The Group Chief Financial Officer will implement systems which ensure that Purchase Orders are issued only if the budget from which the purchase is to be made has sufficient provision remaining within it to meet the proposed commitment.

7.1.4 Heads of SBU:

i. are responsible for the approval of orders / commitments in accordance with the processes approved from time-to-time by the Group Chief Financial Officer;

ii. will ensure that:

a. sufficient funding is available to meet the proposed expenditure;

b. all necessary information is provided, including but not necessarily limited to, description, specification, price, delivery date, the terms of payment and the correct budget code.

7.2 Centrally negotiated contracts including those negotiated through agencies and consortia

7.2.1 Where a centrally negotiated contract exists (including those negotiated by other supply agencies or consortia of which the Corporation is a member) for supplies, services, or works, no additional quotations or tenders will be required.

7.2.2 The supplies, services, or works, required must be obtained through the centrally negotiated contract.

7.2.3 Any variation to the 7.2.2. requirement will require the written consent of the Group Head of Procurement being given prior to any Purchase Order being raised.

7.3 Capital and revenue projects

7.3.1 Extensions of time

i. In cases where a contractor or supplier cannot complete a project in accordance with the schedule agreed by the Corporation and therefore seeks an extension of time, the Member of the Corporation responsible for the management of the contract will, prior to the sanctioning of such an extension:

a. consider fully the implications for the Corporation as a whole, and;

b. take advice from managers whose areas are likely to be affected adversely by a delay in the completion of the contract, including, where appropriate, relevant Appointees of the Board.

ii. Notice of the Corporation's acceptance or rejection of the contractor's or supplier's proposal will be given, in writing only, either by the Group Chief Financial Officer (or designated deputy) or the Secretary and Registrar.

7.3.2 Over-expenditure

i. Members of the Corporation with responsibility for the management of contracts will inform the Group Chief Financial Officer in all cases where it is likely that over-expenditure may occur and will provide the Group Chief Financial Officer with a full report of the implications of the expected additional cost to the Corporation.

ii. The arrangements for the authorisation of over-expenditure in relation to capital and revenue projects will be in accordance with the provisions of UPR FR06[2] as they relate to the approval of capital and revenue expenditure.

iii. All cases of over-expenditure more than **£25,000** or **10**% of the total value of the original contract (whichever is lower) will be reported at the next meeting of the University Executive Team. Such cases will be reported by the Vice-Chancellor to the Finance Committee of the Board of Governors.

8 Market Competition

8.1 General regulations

8.1.1 Market competition through quotations or invitation to tender must be sought.

8.1.2 The originator (the Heads of SBU) may nominate the suppliers who will be asked to provide a quotation,

8.1.3 however, the Group Head of Procurement may invite other suppliers to provide a quotation.

8.1.4 Notification of the Corporation's acceptance of a quotation or tender will be given only by means of an official Purchase Order issued by the Corporation either manually or electronically, by the Group Head of Procurement.

8.1.5 Under no circumstances may a Head of SBU or any other Member of the Corporation, other than the Group Head of Procurement, indicate to a supplier that a quotation or tender has been accepted.

8.2 Rules for obtaining market competition

8.2.1 No transaction may be broken down into smaller elements to circumvent or facilitate the evasion of these regulations.

8.2.2 Rules for obtaining competitive quotations or tenders

Expenditure Value **(inclusive of VAT)**	
Up to **£15,000**	One (1) written quotation unless the purchase is to be made via Purchasing Card
Over	Not less than two (2) written competitive quotations

£15,000 up to £30,000	
Over £30,000 up to £125,000	Not less than three (3) written competitive quotations
Over £125,000	Public tenders must be sought by the Group Head of Procurement. The Group Head of Procurement must follow the requirements of the Rules and Methods of Procurement unless, under exceptional circumstances, the Group Head of Procurement is instructed otherwise by the Vice-Chancellor (or Deputy)

8.3 Invitations to submit competitive quotations

8.3.1 In cases where no Contracted Supplier are in place, and suppliers are invited by the Corporation to quote competitively for the provision of supplies, services, or works;

a. companies or individuals identified by the Corporation as an Approved Supplier will be invited to submit a quotation, or

b. companies or individuals known by the Head of SBU to offer the supplies, services, or works required, will be invited to submit a quotation.

8.3.2 All invitations to prospective suppliers will be issued on the same day and at the same time.

8.4 Invitations to tender (public tenders)

8.4.1 Where suppliers are invited by the Corporation to tender for the provision of supplies, -services, or works, the tendering process will be conducted electronically using a system approved by the Group Chief Financial Officer.

8.4.2 The tendering process approved by the Group Chief Financial Officer will ensure that:

a. invitations to tender, unless utilising a consortia framework, are made publicly available;

b. tenders are accurately issued, received, and evaluated.

(**Note for guidance:** The Group Chief Financial Officer has approved the use of In Tend, an electronic tendering system.)

8.5 Market Competition Exemption (expenditure up to £125,000 inclusive of VAT)

8.5.1 In the following exceptional circumstances, where a Head of SBU believes that procurement should be made without competition, the Head of SBU will submit a Market Competition Exemption Request (MCER) for consideration by the Group Head of Procurement. The supplies, services, or works:

a. is proprietary and sold only at fixed prices, or
b. may be obtained from only one source, or
c. consists of repairs or work to an existing proprietary product, or
d. that owing to the unique nature of the requirement specified no reasonable alternatives in the market exist.

8.6 Public Tender Exemption (expenditure over £125,000 inclusive of VAT)

8.6.1 The Corporation’s regulations and procedures for obtaining public tenders may be set aside only with the prior written approval of the Vice-Chancellor (or nominee).

8.6.2 For the purposes of regulation 8.6.1, the nominee of the Vice-Chancellor will be the Deputy Vice-Chancellor.

8.6.3 The Head of SBU will submit an MCER for approval by the Group Head of Procurement and the Vice-Chanceller (or nominee).

8.6.4 The Vice-Chancellor (or nominee) shall provide written notification of an exemption being granted to the Group Head of Procurement.

8.6.5 The Vice-Chancellor (or nominee) who has given such a dispensation will report the matter at the next meeting of the University Executive Team and the Finance Committee of the Board of Governors.

9 Acceptance of offers

9.1 Receipt of the official Corporation Purchase Order or signature of the contract constitutes acceptance of the offer.

9.2 Purchase Order approvals will be authorised in accordance with the requirements of section 11.

9.3 Contract approval and signatory will be in accordance with the requirements of section 12**.**

9.4 In the case of orders with an estimated value more than £15,000 up to £125.000 inclusive of VAT where it is recommended that an offer other than the lowest offer should be accepted, approval must be given by the Group Chief Financial Officer (or nominee).

10 Approved suppliers and contracted suppliers

10.1 A prospective supplier will not be identified as an Approved Supplier nor appointed as a Contracted Supplier in cases where:

i. its financial backing is insufficient or inappropriate for the value of the supplies, services, or works that are required by the Corporation, or

ii. a Member of the Corporation has declared an interest in the company and the Secretary and Registrar judges that interest to be of sufficient significance to warrant the exclusion of the company as an Approved Supplier or Contracted Supplier.

(**Note for guidance:**

Register of Interests contains anonymised information concerning declarations made which are considered by the Secretary and Registrar to have direct relevance for the commercial activities of the Corporation. The declarations recorded in Register I would normally include but are not limited to interests, potential conflicts of interest and private work.)

11 Authorisation of purchase orders

11.1 All Purchase Orders and contracts must be authorised in accordance with the requirements of this UPR.

11.2 Authorisation may be given by an officer at a higher level if this is consistent with the requirements set out elsewhere in these regulations and not constitute a failure of control.

11.3 No instruction must be given to a supplier to commence work prior to an authorised Purchase order being in place (see 6.6.2 and 13.2.i).

(Note for guidance
The value limits and associated approvals set out in sections 11.4, 12.3, and 12.4, represent a minimum framework for approval and reporting.)

11.4 UH Group Expenditure Authorisation Thresholds

(**Note for guidance:**

Expenditure below £30,000 is normally considered to be revenue expenditure.)

Expenditure threshold (inclusive of VAT)	**Required written approval / authorisation (Revenue Expenditure)**	**Required written approval / authorisation (Capital Expenditure)**
Up to £15,000	Budget Holder	Not Applicable
Over £15,000 Up to £30,000	As above, and Group Head of Procurement	Not Applicable
Over £30,000 Up to £125,000	As above, and Group Chief Financial Officer	Investment Panel, Group Head of Procurement, and Group Chief Financial Officer
Over £125,000 Up to £2,000,000	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar

Over £2,000,000 Up to £5,000,000	As above, and Finance Committee	As above, and Finance Committee
Over £5,000,000	As above, and Board of Governors	As above, and Board of Governors

12 Contract Authorisation and Signatory Thresholds

12.1 Authorisation may be given by an officer at a higher level if this is consistent with the requirements set out elsewhere in these regulations and not constitute a failure of control.

12.2 It is implicit that within this framework, Boards of Directors have latitude to determine supplementary approval and reporting arrangements to operate within their respective Companies.)

(**Note for guidance:**

Expenditure below £30,000 is normally considered to be revenue expenditure.)

12.3 Corporation

Contract threshold (inclusive of VAT)	**Required written approval / authorisation (Revenue Expenditure)**	**Required written approval / authorisation (Capital Expenditure)**	**Supplies and Services - Signatories of related legal documents**	**Software Licence - Signatories of related legal documents**	**Construction - Signatories of related legal documents**
Up to £30,000	Head of SBU	Not Applicable	Head of SBU	Chief Information and Digital Officer	Director of Estates
Over £30,000 Up to £75,000	Head of SBU, and Group Head of Procurement	Investment Panel, Head of SBU, and Group Head of Procurement	Group Head of Procurement	Chief Information and Digital Officer	Director of Estates
Over £75,000 Up to £125,000	As above, and Group Chief Financial Officer	As above, and Group Chief Financial Officer	Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar

Over £125,000 Up to £2,000,000	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	As above	As above	As above
Over £2,000,000 Up to £5,000,000	As above, and Finance Committee	As above, and Finance Committee	As above	As above	As above
Over £5,000,000	As above, and Board of Governors	As above, and Board of Governors	As above	As above	As above

12.4 Companies

Contract threshold (inclusive of VAT)	Required written approval / authorisation (Revenue Expenditure)	Required written approval / authorisation (Capital Expenditure)	Supplies and Services - Signatories of related legal documents	Software Licence - Signatories of related legal documents	Construction - Signatories of related legal documents
Up to £30,000	Managing Director (or nominee)	Not Applicable	To be determined by the Board of Directors	To be determined by the Board of Directors	To be determined by the Board of Directors
Over £30,000 **Up to £75,000**	Managing Director (or nominee), and Group Head of Procurement	Investment Panel, Managing Director (or nominee), and Group Head of Procurement	As above	As above	As above
Over £75,000 **Up to £125,000**	As above, and Group Chief Financial Officer	As above and Group Chief Financial Officer	As above	As above	As above

Over £125,000 **Up to £2,000,000**	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	As above, and Vice-Chancellor (or Deputy Vice-Chancellor), or Secretary and Registrar	As above	As above	As above
Over £2,000,000 **Up to £5,000,000**	As above, and Finance Committee	As above and Finance Committee	As above	As above	As above
Over £5,000,000	As above, and Board of Governors	As above and Board of Governors	As above	As above	As above

13 Terms and conditions

13.1 The terms and conditions which will apply to Corporate Purchase Orders and contracts will be determined by the Group Chief Financial Officer in accordance with the requirement of the Financial Regulations (UPR FR06[2]).

13.2 Unless the Group Chief Financial Officer (or nominee) has agreed otherwise in writing:

i. all purchases by the Corporation for the purchase of supplies, services, or works, will be made using an authorised Purchase Order through the finance system, generated electronically, which contain the terms and conditions of business;

ii. the terms and conditions that are to apply to any contract for the purchase of supplies, services, or works will be consistent with the terms and conditions set out in the authorised Purchase Order.

13.3 Suppliers' own order forms or stationery must not be used or signed as this will commit the Corporation to the terms and conditions of the other party which may conflict with those of the Corporation.

13.4 Any terms, conditions and prices agreed in respect of an order or contract must be shown clearly within the order at the time of authorisation.

13.5 The Group Chief Financial Officer (or nominee) will ensure that no financial term or condition is detrimental to the Corporation, or the Companies, or is unacceptable, as appropriate, to the Board, or the relevant Board of Directors.

13.6 Where a Purchase Order or contract concerns the sub-contracting by the Corporation of research and/or other work required of the Corporation under the terms of a separate contract or agreement between the Corporation and another party ('the main contract'), the Group Chief Financial Officer (or nominee) will ensure that the financial terms and conditions that apply to the Purchase Order or contract are consistent with those of the main contract.

13.7 Hidden commitments

It should be noted that many agreements contain hidden commitments in respect of matters such as forward pricing and payment or notice of termination. In all cases, advice must be sought from the Group Head of Procurement concerning the extent of the commitment involved.

13.8 Leasing agreements

13.8.1 Arrangements relating to leasing equipment require the prior approval of the Group Chief Financial Officer (or deputy designated for this purpose).

13.8.2 Where the authorisation is for a property lease, the authorisation requirements for the lease will be based on the total aggregate value of the contract.

13.9 Payments in advance of delivery

Payment in advance of delivery will be permitted only in very exceptional circumstances and may be authorised by the Group Head of Procurement provided that the Purchase Order has been authorised in accordance with the requirements of the Financial Regulations (see section 11).

14 Purchase of supplies, services, or works - verification of receipt

14.1 It is the responsibility of the Head of SBU or Company Managing Director to ensure:

i. that goods are delivered to an establishment of the Corporation and that services are provided in accordance with the terms of the Purchase Order or contract;

ii. upon receipt of supplies, services, or works, that these are vetted for conformance to the specification set out in the Purchase Order or contract;

iii. a supplier is notified by e-mail or other appropriate written medium, of any discrepancy within **24 hours** of delivery;

iv. prompt goods receipting in the finance system for full or part fulfilled purchase orders, take all deliveries of supplies into stock, record them in the inventory as required and hold them securely for the benefit of the Corporation;

v. even if they have delegated any or all, of these responsibilities, ensure that all the requirements set out in this section (14) are met.

15 Corporate and Purchasing cards

15.1 The Group Chief Financial Officer (or nominee) is responsible for the administration and management of the Corporate and Purchasing cards.

15.2 Corporate cards may be issued to staff who frequently travel on Corporation business for subsistence purposes.

15.3 Purchasing cards may be used for low value, low risk, and one-off purchases to a maximum value of £2,000 inclusive of VAT per transaction in any one (1) Calendar month provided that transactions are not broken down into smaller elements to circumvent or facilitate the evasion of these regulations.

15.4 The Group Chief Financial Officer (or nominee) may, at their discretion, permit a card holder to purchase goods or services to a value not exceeding £10,000 inclusive of VAT per Calendar month, provided that the total amount spent under this arrangement on one commodity or item, with the same supplier, in any one Financial Year, does not exceed £20,000 inclusive of VAT.

15.5 Where the total value of the orders placed in respect of one commodity or item, with the same supplier, in a single Financial Year, exceeds £20,000, the authorisation requirements that will apply to expenditure more than £20,000 will be as set out in section 11.3.

15.6 Purchasing cards must not be used as a means of circumventing other existing regulations and procedures relating to competitive quotations and tenders.

15.7 All Corporate and Purchasing card transactions are required to be coded in the finance system within 30 days for financial accountability.

15.8 Any fraudulent transactions appearing on a card statement are required to be reported to Procurement immediately.

15.9 Corporate and Purchasing cards must not be used for personal purchases. Misuse of the card and misappropriation of Corporation funds will be treated as gross misconduct under the Corporations disciplinary procedures and may lead to Police action.

Dr Matthew Andrews
Secretary and Registrar
Signed: 30 June 2026

Alternative format
If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk.