

Community Inclusive Trust **Purchasing Policy**

Date Written: 5th February 2019

Expiry Date: 16th August 2020

Document Ref: PUR-Policy-001



Terms and Conditions of Purchase for Goods and or Services Policy

Contents

1. Purpose:.....	2
2. Scope:.....	2
3. Responsibilities:	2
4. Health & Safety Statement:	2
5. Definitions:	2
6. Issuing Terms:	3
7. Exceptions:	3
8. References:	3
9. Acronyms:.....	3
10. External References:.....	3
11. Amendments to the Document:.....	3

Community Inclusive Trust **Purchasing Policy**

Date Written: 5th February 2019

Expiry Date: 16th August 2020

Document Ref: PUR-Policy-001

1. **Purpose:**

It is the purpose of this procedure to define the contractual relationship between the supplier and the Trust from a procurement perspective.

2. **Scope:**

This document is to be used as a basis to define the conditions of purchase for goods and or services being delivered by a supplier to the Trust or the schools therein.

3. **Responsibilities:**

3.1. It is the responsibility of the person raising an order, sending out tender documents or requesting quotes with a supplier both new and existing to send out a copy of the terms and conditions of purchase for goods and services for signature from said supplier.

3.2. It is the responsibility of the purchasing team to monitor and maintain the document defined as the terms and conditions of purchase to ensure it is in line with the most recent legislation and the Trusts Finance Policy.

4. **Health & Safety Statement:**

4.1. DSE and other ICT equipment should conform to the Trusts H&S policies for safe working practices.

5. **Definitions:**

5.1 **Contract** - means the contract between the Purchaser and the Supplier consisting of the Purchase Order, these Conditions, and any other documents (or parts thereof) specified in the Purchase Order.

5.2 **Delivery** - means the date on which the Goods

5.3 **Date** - are to be delivered to the Purchaser, as specified in the Purchase Order,

5.4 **Goods** – means any such goods or service(s) supplied to the Purchaser by the Supplier pursuant to or in connection with the Purchase Order;

5.5 **Price** – means the price of the Goods as specified in the Purchase Order;

5.6 **Purchaser** – means the Multi Academy Trust defined within this document as C.I.T. Academies (Community Inclusive Trust) and any School affiliated therein;

5.7 **Purchase** – means the document setting out the,

5.8 **Order** – means the purchaser's requirements for the Contract,

5.9 **Supplier** – means the person, firm or company who is the supplier of the goods or service(s) named in the Purchase Order

Community Inclusive Trust **Purchasing Policy**

Date Written: 5th February 2019

Expiry Date: 16th August 2020

Document Ref: PUR-Policy-001

6. Issuing Terms:

- 6.1. A copy of the Terms and Conditions of Purchase For Goods And Or Services shall be issued to all existing suppliers on an annual basis and to all new suppliers at the point of requesting / accepting prices, quotes or tenders.
- 6.2. A signed copy should be returned and filed prior to any purchase order being raised with a supplier unless previously agreed that it is not required by a senior member of the central team or the Trust Board.
 - 6.2.1. It is the responsibility of the person raising an order, sending out tender documents or requesting quotes with a supplier both new and existing to send out a copy of the terms and conditions of purchase for goods and services for signature from said supplier.
- 6.3. Signed documents should be filed;
 - 6.3.1. Electronically in the Procurement Folder. This can be found within the Finance folder on the C.I.T. Shared drive (T:).
 - 6.3.2. Paper copies in the Archive store at C.I.T. central office.

7. Exceptions:

- 7.1. Should it be agreed that a copy of the Terms And Conditions of Purchase For Goods And Or Services is not required then a signed statement by the person(s) stating such should be sought and filed prior to any purchase order being raised.
- 7.2. Signed documents should be filed;
 - 7.2.1. Electronically in the Procurement Folder. This can be found within the Finance folder on the C.I.T. Shared drive (T:).
 - 7.2.2. Paper copies in the Archive store at C.I.T. central office.

8. References:

- 8.1. Terms and Conditions OF Purchase For Goods And Or Services for C.I.T. Academies.

9. Acronyms:

- 9.1. Not Applicable.

10. External References:

- 10.1. Not Applicable.

11. Amendments to the Document:

- 11.1. This is the first iteration of this document and as such there are no amendments.

Community Inclusive Trust **Purchasing Policy**

Date Written: 5th February 2019

Expiry Date: 16th August 2020

Document Ref: PUR-Policy-001

Written By: D Wilson	Reviewed By: Senior Leadership Team
Signed: D Wilson	Signed:
Date: 05/02/2019	Date: 18/03/2019

