

PROCUREMENT REFERENCE

Amount	Authority from	Used for and Process
Over 25,000	Council (SO 18c and d)	All items Tender: Advertise on Contract Finder website and in other appropriate manner (SO 18d iii) Sealed submissions (SO 18d iv) opened by Proper Officer in presence of one or more Councillors
£5,000 to £25,000	Council (FR 4.1)	Contracts/Revenue items: Three quotes (FR 11.1h) as far as reasonable and practicable – exemptions : utilities supply, specialist services, repair existing equipment, extension of contract, additional external Audit; sole provider/fixed price (FR11.1a i-iv)
OR £1,000 to £5,000	Clerk, with Council or Committee Chairman (FR 4.5)	Urgent risk to service delivery
£500 to £5,000	Committee (FR 4.1)	Contracts/Revenue items: Three quotes (FR 11.1h) as far as reasonable and practicable OR under £3,000 Best Value (FR 10.3) exemptions as above
OR Under £1,000	Clerk, with Council or Committee Chairman (FR 4.1)	Contracts/Revenue items: If in approved budget, can be purchased under Best Value (FR 10.3) exemptions as above
OR under £1,000	Clerk (FR 4.5)	Urgent risk to service delivery
Over £250	Council (FR 14.2)	Property and Equipment items (purchase and disposal)
Under £250	Clerk (FR 14.2)	Property and Equipment items (purchase and disposal)