



**Accountable
Now**
GLOBAL STANDARDS LOCAL TRUST

Procurement Policy



Accountable Now commits to always spending funding received for the purpose for which it was given. It commits to obtain good quality products and services at competitive prices.

Authorisation for all items of expenditure must be obtained prior to committing Accountable Now to the expense or purchase. This happens in line with Accountable Now's **Banking Credit Card and Cash Policy**. Verbal approval is not sufficient for authorisation; however, email authorisation is acceptable as valid authorisation.

1. Budget holders have to check if purchase is covered by budget and authorise process.
2. Procurement requests are then checked by finance staff to confirm availability of funds.
3. In the event that three quotations cannot be obtained, reasons should be documented and written approval sought from the Executive Director before awarding the procurement.
4. The Executive Director must sign off every expenditure above € 1,000.
5. Quotations must be as specific as possible to allow comparison.
6. Relatively expensive, rush type purchases must be avoided by planning ahead.

Threshold	Sourcing/Procurement method	Orders to be approved by	Orders to be authorised by
€ 1,000 - 3,000	Single verbal quote Prudent shopping	Executive Director	Executive Director (ED)
€ 3,000 - 20,000	Three written quotes	Executive Director	Treasurer
above € 20,000	Tender process	Executive Director	Board Chair & Treasurer

Tender procedures must follow professional rules of transparency, clarity and documentation.

Approved by the Board on 05 April 2016



Where the services of consultants are procured Accountable Now has to document clearly why these skills or time is not available in the Accountable Now Secretariat. A Terms of Reference (TOR) must be prepared. The TOR shall include clear objectives, list of deliverables or expected outputs, Accountable Now's obligations and the consultant's obligations, detailed cost estimate and time frame. All of this will be covered in a written contract signed prior to the appointment and including terms for termination. Rather than simple cost efficiency, ethics is the basis on which procurement related principles, such as fairness, integrity, and transparency, are founded – in particular for larger monetary values.

Procurement is not understood as sourcing. The International Civil Society Centre, as Accountable Now's hosting organisation, is in charge of supply of day-to-day items such as stationery and consumable goods from wholesale suppliers.

Approved by the Board on 05 April 2016