

School Procurement Question and Answer

Can I give school business to anyone?

No, there are rules governing who you can give school business to.

Where do I find the rules?

All the rules are available on the LMS website:

Financial Procedures for Schools:

<https://www.milton-keynes.gov.uk/file/9801/download?token=M1uQwJhB>

Financial Regulations for Schools and Scheme for Financing Schools:

<https://www.milton-keynes.gov.uk/file/9803/download?token=evzGmCMo>

What are the principles behind the rules?

The Financial Regulations provide a framework for the financial administration of the Council. They are to ensure that the financial affairs are conducted in a sound and proper manner, that financial transactions constitute value for money and minimise the risk of legal challenge.

Procurement rules are to ensure that expenditure is properly authorised by the appropriate member of staff, is lawful (i.e. legitimate providers), value for money (not always the cheapest) and that it is within your budget allocation.

Are the rules mandatory?

Yes, the rules are mandatory for all maintained schools.

It is the responsibility of the Governing Body through the Headteacher to ensure they are followed and that all appropriate staff in the school are adequately trained. Serious failure to comply with the regulations will constitute misconduct.

The LA may suspend a school's right to a delegated budget if the provisions within the Scheme for Financing Schools are substantially or persistently breached

What are the rules in brief?

A summary of the key points are as follows:

- Governing Bodies are responsible for the proper stewardship of the resources allocated to their schools.
- Governing Bodies are responsible for all orders issued from their school, unless formally delegated to another Officer. A record of these delegated powers must be maintained.
- Authorisation must be obtained at the beginning of the quotation process. All paper orders must be on official order stationery and signed by an authorised signatory. A list of authorised signatories and their authorisation levels must be approved by the Governing Body at least annually.

Written quotations must be obtained in accordance with the guidelines set out below, unless the governing body considers that it is not practical or appropriate and have minuted their decision.

- £0-£5000 - A single written (email) quote is required.
- £5001-£25,000 - Three (3) written (email) quotes to be obtained where possible. Officers must seek written approval from Senior Managers/Budget Holders prior to placing any orders.
- £25,001 and above - A tender process is required.

When calculating the estimated value of the contract to determine whether the regulations apply, the contract value estimation should be inclusive of VAT (where applicable).

- Suppliers & Services £214,904
 - Works £5,372,609
 - Light Touch Regime £663,540
 - Concessions £5,372,609
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- An order must not be entered into unless there are sufficient school funds and must only be used for goods and services for the school, not for private use.

Please refer to the LMS website for the full detail.

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