



The National Honey Show Ltd. Procurement Policy

Procurement is defined as the acquiring of goods, works or services.

Executive Committee (EC) members are authorised to procure individual items to a cumulative value of £50 per annum to acquire items necessary to the running of the Show.

Procurement up to £200 can be incurred without reference to the EC subject to agreement in advance by one of the Officers (Treasurer, Secretary or Chairman) and notice being given to the Treasurer. Invoices for larger items should be sent to the Treasurer for payment from the Honey Show account

All items etc. purchased shall become the property of the National Honey Show once a claim has been submitted for reimbursement.

Where a budget has been set, the budget holder can incur expenditure up to the set budget. In the case of procurement less than £5000 inclusive of VAT, one written quotation will be sought. For any budget exceeding £5000 a breakdown shall be approved by the EC and, unless otherwise agreed, three competitive tenders shall be sought.

The exception to this policy shall be the hiring of the venue to accommodate the National Honey Show; the selection of the venue is dependent on many other factors including price, and the proprietors operate in a competitive environment with published charges which can be compared against other similar providers from time to time.

The EC may set budgeted expenditure and authorise an Officer, Trustee or Volunteer to procure to the sum budgeted.

In all cases, all procurement shall be reported to the EC as part of the report at the next meeting.

Approved by The National Honey Show Ltd. Board:

Date:

Signed (Chairman):

Review Cycle 5 years