

## Purchasing Policy

- 1.1 To obtain quality products and services to meet the University requirements and have these goods delivered at the time they are required and at a competitive price.
- 1.2 To ensure that all goods and services purchased meet the operational requirements of the University and that the techniques employed in all stages of the purchasing process are aimed at maximising the level of value for money obtained.
- 1.3 To assist in improving the Environment through responsible purchasing which takes into account the environmental and social impact of procured items.
- 1.4 To encourage staff involved in procurement of goods and services to act in an environmental responsibility manner when making purchasing decisions. In particular to: -
  - Consider goods and services, which can be manufactured, used and disposed of in an environmentally responsible way.
  - To give preference, where items are of a similar cost to those manufactured using recycled materials or with a high recycled content
  - Specify items which can be reused or recycled
  - Consider the energy usage/cost of operating equipment prior to purchase and the effect the use of purchased equipment will have on the environment.
  - Within the competitive tendering/quoting process make environmental issues a key criteria in placing work.
  - In placing non competitive work to favour those suppliers that can demonstrate commitment to the environment
  - Consider whole life costs and impacts when assessing equipment for purchase