



Leeds City College

Purchasing Policy

It is the policy of Leeds City College to:

- secure the provision and delivery of goods and services which meet operational requirements, provide value for money, and achieve a reliable supply.
- incorporate social, economic and environmental considerations into supplier and product selection and purchasing processes.
- ensure that suppliers are dealt with fairly, honestly, efficiently and professionally.
- ensure that we comply with all statutory and organisational regulations applicable to purchasing.
- use collaborative approaches to procurement where appropriate.
- ensure purchasing is undertaken in a cost-effective and efficient manner.
- ensure appropriate accountability, probity, openness, confidentiality and transparency on the part of staff and governors responsible for making purchasing decisions.
- maintain a pro-active and diligent approach to fraud prevention in relation to all purchasing activities.
- use our purchasing activities to support fulfilment of the College's mission, for example through curriculum links and engagement with employers and businesses.