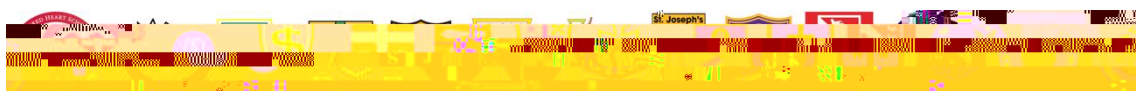




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The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Our mission is the provision, development and future safeguarding of a World Class Catholic Education where every child, member of staff and family matters

The schools, their governors and the trust directors will work together, based on the principle

been used as in

ESFA principles are:

- x That spending is made for the educational purpose intended and there is probity in the use of public funds
- x Evidence is available to ensure value for money is achieved, by the application of agreed procurement procedures, as laid out in this policy
- x Internal delegation levels are applied at each individual academy and reviewed annually
- x Official OJEU procurement thresholds are observed

The Bishop Wheeler Catholic Academy Procurement and ESFA Scheme of Delegation.

annually. Internal delegations for individual academies within the Trust must be reviewed, signed annually and adhered to. Copies are held at the Trust office. Invoices without correct authorisation signatures will not be passed for payment.

1. Below £10,000

Use a preferred supplier identified by the Trust
Use a Framework (select supplier from a list OR run a mini-competition)

2. Between £10,000 and £40,000

Get at least 3 written quotes from suppliers (these should be official quotations and not just prices on an email)
Use a Framework (select supplier from a list OR run a mini-competition)

Academy Council approval is required for expenditure by academies.

3. Between £40,000 and £213,477

Advertise a contract and run a buying process (Tender)*
Use a Framework (select supplier from a list OR run a mini-competition)

***Three formal tenders are required. Tenders will be managed with the support of the Central Trust Team. The budget holder and Academy Council must seek approval from the Trust Board for expenditure at the ESFA approval may be required.**

1. A specification will be prepared and sent to at least three suppliers. It is anticipated that for any major building works the services of an architect would be engaged to deal with the handling of specifications and ability to tender.

a specified date. Replies will be kept sealed until that date.

