

## St Helena's CE Primary School

### Quotations and Tenders Policy & Procedures

This follows the recommended guidelines issued by Lincolnshire County Council (LCC).

The school will always seek best value when making purchasing decisions.

Any purchases from the ESPO organisation are undertaken in the knowledge that ESPO complies with LCC's contract regulations.

For purchases of up to £10,000 the school will always test the competitiveness of suppliers and notes that written evidence may be required. The Finance Office keeps records of a large number of suppliers and will offer advice to all staff on purchasing decisions.

Purchases £10,000 to £75,000 - three quotes or tenders are required and the school will seek approval from LCC.

Purchases above £75,000 - six tenders are required by public advertisement, and approval will be sought from LCC. LCC will vet companies if the purchase is above £150,000.