



Procurement Policy

March 2026

This document explains how staff must buy goods, services and works at the University. It sets out required processes, thresholds, supplier checks, contract rules, sustainability and legal obligations and consequences for non-compliance. It applies to all staff involved in purchasing.

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Procurement Policy

1 Policy statement

1.1 This policy sets out the University of Hull principles for procurement activity and supplier relationships, which is to ensure value for money and is in line with the University's Value for Money Policy & Strategy. The University does not consider itself to be a Contracting Authority, however, it does follow the general principles of the Public Contract Regulation 2015 for procurement activity which are as follows:

- a. transparency
- b. equality of treatment
- c. integrity
- d. mutual recognition
- e. proportionality

2 Purpose

2.1 The purpose of this policy is to detail the procurement processes to be followed by all staff which will ensure that any goods, services and works required in supporting the overall University vision, which is shaping a fairer, brighter and carbon neutral future, will be purchased under the most advantageous terms.

2.2 The importance being placed on the following:

- a. securing value for money and the best commercial terms
- b. compliance to relevant legislation associated with the required goods or services
- c. continuous improvement of the operational performance of suppliers
- d. consideration to supplier sustainability and social value approach

3 Policy principles

3.1 The main principles associated with this policy are as follows:

- a. Only budget holders have the authority to commit funds by the means of arranging for a Purchase Order (PO) to be raised or via a Purchasing Card (P Card).
- b. All non-pay purchases should be fit for purpose and represent value for money.
- c. All staff should be impartial to the purchasing process and ensure that transparency, equality of treatment, integrity, mutual recognition, and proportionality are applied.
- d. All suppliers are treated fairly and equally prior to a contract award.
- e. Staff should declare any instances where there is a conflict of interest and avoid any purchase requirements where any personal interest may impinge on staff impartiality.
- f. Orders cannot be placed, and contracts cannot be put in place with related persons or companies owned or controlled by university staff, without the correct process being followed and there being no conflict of interest.
- g. Suppliers can only be set up on Workday if they meet the criteria for being set up as



a Supplier. Consideration is given to non-pay requirement contributions to the University strategy, either directly or indirectly.

h. Consideration should be given to Social Value with all non-pay requirements.

4 Procurement mission

4.1 The procurement mission is to ensure that procurement knowledge is shared and support is given to the best extent possible within the university to ensure that the University of Hull achieves value for money for all non-pay expenditure and any associated risks are controlled accordingly for the purchase of all goods and services

5 Roles and responsibilities

5.1 The Procurement role is to ensure the following:

- a. support and management of non-pay spend to ensure compliance this policy;
- b. management of the contract database and frameworks by recording and continuously updating an approved supplier list to ensure that all suppliers are vetted accordingly;
- c. in conjunction with 'head of area' and/or budget holders support, develop and implement ongoing supplier category strategies to ensure value for money is achieved and support saving initiatives;
- d. provide support and training to staff on procurement activity and policy; and
- e. ensure that appropriate consideration is given to how supplier engagements contribute to the overall university strategy.

5.2 The Staff are responsible for the following:

- a. adhering to the purchase thresholds which determine the process to be followed;
- b. retaining all documentation and providing evidence of the associated procurement process being undertaken for audit purposes; and
- c. early engagement and proactive planning with procurement for the purchase thresholds which require procurement engagement.

5.3 The Budget holders and Faculties are responsible for the following:

- a. to ensure that budget is managed in accordance with this policy and associated processes;
- b. proactive engagement with procurement in relation to requirements associated with budget; and
- c. supplier performance management with the support of Procurement where required.

5.4 Budget holders are responsible to ensure that owned budget is managed in accordance with this policy. Finance Business Partners provide support for all budget and forecast queries. Procurement will provide support in the management of the procurement process but is not intended to be a substitute for accountability.

6 Procurement process

6.1 The procurement process will be determined based on the below University thresholds



which are

Requirement Type (see works definition in Appendix 1)	Spend Valu (ex VAT) ¹	Procurement Process ²	Procurement Engagement Y/N
Works	Over £4,327,500	Tender publication	Y
Supply, services and design	Over £112,515	Tender publication	Y
Supply, services and design/Works	Over £25k	Three quotations from suppliers on the approved supplier list/ITT process	Y (where the requirement is for longer than 12 months)
Supply, services and design/Works	Over £5k	Two quotations from suppliers on the approved supplier list/supplier catalogue	N
Supply, services and design/Works	Under £5k	One quotation from a supplier on the approved supplier list/supplier catalogue	N

6.2 For any requirement the below points must be adhered to

- a. A clear understanding of the requirement and total cost (whole life cost)
- b. Budget approval from the budget holder and cost code
- c. Depending on the requirement, consideration should be given into understanding if the requirement can be sourced internally via alternate means e.g. Lampada, Beyond Events etc.
- d. Depending on the requirement, consideration should be given to understanding if an external procurement framework can be used, e.g. CCS, NEUPC. Procurement can advise on this

7 Approved supplier list

7.1 All approved suppliers can be found in Workday, along with their associated categories. Suppliers not used for more than 18 months will be removed from the approved supplier list.

7.2 As a minimum, the following activities will be undertaken on all new suppliers set up in Workday:

- a. credit check
- b. verify bank details
- c. background check such as website, company registration and where applicable,

¹ Spend thresholds should be based on the total contract value, e.g. if the requirement is for 3 years the spend threshold used must be based on the full 3- year cost.

² In circumstances where there is an approved supplier contract, framework or catalogue in place, quotations do not need to be provided.



google guarantee check

- d. procurement and line management approval
- e. completed supplier questionnaire to capture information such as ESG, GDPR

- 7.3 Only suppliers on the approved supplier list must be used for the procurement process with the exception of a published tender that's had procurement involvement. Please see the new supplier process in section 14.
- 7.4 The approved suppliers in Workday will also detail those suppliers whom the University has a contract, framework or PO T&Cs in place.
- 7.5 In circumstances where there is a contract or framework in place with a supplier for any spend threshold, quotations do not need to be sought (assuming the contract is fit for purpose). In situations where staff believe that they have a better offer from an alternative supplier whom the University does not have a contract in place with, Procurement should be made aware so that the offer can be assessed accordingly.
- 7.6 Approved suppliers should be used so that we can consolidate the number of suppliers used by building stronger relationships with suppliers and improving the goods and services offered. Where there is a requirement that cannot be provided by a supplier within Workday procurement must be engaged prior to any discussion of the requirement with suppliers
- 7.7 Any requests for new suppliers will be requested and approved within Workday and will require approval from line manager and procurement, please see the New Supplier in section 14.

8 Contracts

- 8.1 Supplier contracts for more than 12 months should only be put in place by conducting an Invitation to Tender (ITT) or with evaluation of 3 quotations provided by suppliers on the approved supplier list. Both require procurement engagement and approval from the budget holder.
- 8.2 Where a change to the contract (contract variation) is required, procurement must be engaged if the expected change will increase the total aggregated contract value by more than 10%.
- 8.3 Procurement is responsible for entering and managing the supplier contract database within Workday.

9 Frameworks/dynamic purchasing system

- 9.1 Frameworks are agreements that have been through a full tender process and that are available to staff to purchase directly from or conduct a further mini competition to obtain services or goods. Frameworks may be put in place by either the University directly via the means of an Invitation to Tender or where an appropriate framework is already in place for the requirement with any of the UK purchasing consortia or public body that may be utilized. In instances where a framework can be utilized from a consortia or public body, Procurement should be engaged prior to any contact with the supplier or the purchasing consortia.

10 Quotation/tender waiver

- 10.1 In circumstances where either the quotation or tender process cannot be followed a



quotation/tender waiver MUST be used. The tender waiver option can be selected within Workday and will go through both Procurement and line management approval.

10.2 The circumstances where they can be used are as follows:

- a. extreme urgency associated with the requirement
- b. there is only one supplier capable of providing the services, goods or works due to technical reasons
- c. no organisations have responded to the requirement quotation request or tender

10.3 There are certain exceptions to this process where a tender waiver does not need to be completed, which are listed below:

- a. sponsorship
- b. rates
- c. membership
- d. subscriptions (excluding IT software)
- e. open access APC payments
- f. conferences held by external parties (as opposed to internal)
- g. a contract or framework is on workday for that supplier

11 Quotation process

11.1 In circumstances where the quotation process is used, the following evaluation must be taken into consideration:

- a. ability to supply the specified goods on time
- b. financial security (contact procurement for support)
- c. supplier reputation

11.2 In circumstances where the most cost-effective solution is not selected, justification must be provided and documented.

11.3 Quotations must only be sought from approved suppliers on Workday. Procurement must be engaged prior to any discussion of a requirement with a supplier that is not an approved supplier.

12 Invitation to tender process

12.1 Where the requirement exceeds the spend threshold of £25k and is for a longer period than 12 months, Procurement engagement is mandatory. Procurement and the staff will agree the best process to proceed with (either 3 quotations from the approved supplier list or an ITT).

12.2 In situations where any ITT is conducted and depending on the size and risk of the requirement, Procurement will either support the staff in the ITT procedure or manage the ITT procedure with the staff input.

12.3 Any procurement activity that requires an ITT should be planned to allow time to obtain tender responses.

12.4 All ITT activity must be conducted on the University's standard ITT template and it must



follow the ITT activity checklist (which will vary depending on the requirement. The ITT should include information on the following:

- a. details of the specification
- b. suppliers included in the tender
- c. supplier Q&A conducted during the tender process
- d. criteria suppliers were scored against
- e. details of any supplier visits
- f. scoring justification for contract award

13 Funded requirements

- 13.1 In circumstances where the requirement is funded by an external organisation, the funding body guidance and stipulations for Procurement activity associated with goods and services must also be followed. Failure to comply with this may result in the funding being revoked.
- 13.2 In circumstances where we are not purchasing any good or services from a supplier, such as grants or refunds, the standalone invoice process can be used within Workday.

14 New suppliers

- 14.1 Where a supplier is not on the Approved Supplier List, the new supplier process should be followed as detailed at the Procurement information pages.
- 14.2 All new suppliers will be vetted with the following checks undertaken by procurement:
 - a. credit checks.
 - b. supplier questionnaire
 - c. terms and conditions to transact under
 - d. supplier identity
- 14.3 Generally, only suppliers that have a company registration number will be set up as a supplier on the system. Where an intended supplier is an individual or operating through their own intermediary company they will be classed as a contingent worker on payroll by the 'Engaging Employees, Workers and Third-Party Suppliers Procedure and Guidance' unless accepted as self-employed / sole trader for tax purposes by evidenced use of the HMRC Employment Status Indicator tool, and also fulfil other criteria needed for Supplier set up.
- 14.4 Procurement cannot provide advice on employment status and IR35. The HR 'Engaging Employees, Workers and Third-Party Suppliers Procedure and Guidance' must be followed.

15 Supplier orders

- 15.1 No commitment, neither verbally or in writing, should be made to suppliers without the following:
 - a. an approved PO
 - b. an approved Virtual Purchase card transaction



A Purchase orders

- 15.2 The University Terms and Conditions are issued with every purchase order that is raised. The purchase order then forms the basis of a binding contract between the supplier and the University other than when there is an agreed framework or a contract in place. Purchase orders should be raised for all requirements for goods and services and should be raised for all non-pay requirements prior to any work commencing by the supplier.
- 15.3 All purchase orders should be raised on Workday (this includes requirements where there is a contract or framework in place). Purchase orders can be raised by a requisitioner who is the person as being nominated to raise purchase orders for a department or directly from an individual that has a requirement Requisitioners and staff are responsible for the following activity:
- a. management of the order (including resolving discrepancies) on the requestor's behalf
 - b. ensuring that the goods/services have been delivered and receipted on P2P
 - c. ensuring invoices or credit notes are received from the supplier for the order
 - d. general housekeeping and closing of orders in a timely manner
- 15.4 All purchase orders will follow an approval process which will vary depending on the level of spend.
- 15.5 Purchase orders should include the following (as a minimum this detail must be included in the supplier quotation which should then be attached to the purchase order, regardless of value):
- a. description of the supply, services, design or works
 - b. quantity
 - c. quotation reference number
 - d. agreed pricing
 - e. agreed delivery date
- 15.6 Any changes to a purchase order, such as a delivery date, must be done via e mail to the supplier.
- 15.7 Suppliers may issue an acknowledgement of the purchase order, in this instance ensure that the acknowledgement does not change any terms of the purchase.
- 15.8 Purchase orders should be consolidated, where possible to reduce administration and to increase efficiency.
- 15.9 All purchase orders generate a purchase order number. This number must be quoted on all supplier invoices to enable supplier payment.
- 15.10 All purchase orders will be paid within 30 days of the supplier invoice being receipted, other than where there is a discrepancy. Any exceptions to this must be agreed with Procurement including reduced and upfront payment terms.
- 15.11 Purchase orders that do not include the supplier quotation or, where applicable, an approved tender waiver, will be rejected.



B Purchasing Card

15.12 Orders can be raised by a purchase card if it meets the criteria documented in the P Card Policy. Please refer to the P Card Policy detailed on Service Now.

C Amazon orders

15.13 Requirements that cannot be procured from an approved supplier or where the best value cannot be achieved from the quotation process, can be ordered via Amazon. Amazon orders can be raised only by an authorised user.

15.14 Amazon orders are only to be used in exceptional circumstances and are approved by the Procurement team.

D Supplier Catalogues

15.15 A supplier catalogue is a supplier whereby the University has agreed catalogue pricing in place on Workday. In circumstances where a supplier with an agreed catalogue can be used, the procurement process does not need to be followed.

16 Procurement reporting

16.1 To prevent any non-compliance to this policy and to ensure that efficiency improvements are made in-line with the University’s Value for Money Strategy, Procurement will report on the following:

Report	Frequency	Description
Contract/Framework Expiry	Weekly	Contract that are approaching renewal/notice period
Quotation Spot Checks	Quarterly	Review of quotations attached to orders that do not come to Procurement for approval - 12 each quarter
Retrospective Orders	Quarterly	POs raised after invoice has been received
Tender Waivers	Quarterly	Number of tender waivers raised, supplier and value
Virtual Card Spend	Quarterly	Repeat supplier transactions, high value purchases, spend with Workday approved suppliers, locked category purchases
Purchase Orders not receipted	Quarterly	Number of POs not delivered/receipted
New and Closed Supplier Accounts	Quarterly	Number of suppliers opened. Review which suppliers need to be closed (if not used for more than 18 months). Review of supplier credit check and highlight all below 30. Review of ISO questions - 14001.
Supplier Spend	Quarterly	Review of high value spend and associated areas



Contract vs non-contract	Quarterly	Review of spend under contract vs. non-contract. Target areas where contracts need to be put in place
Travel	Quarterly	Number of out-of-policy bookings, value of spend
Supplier Questionnaire	Annual	Review of supplier questionnaire answers and evaluate
Purchase Item Review	14 monthly	Review of purchase items used, removal of unused purchase items
Scope 3 Emissions	Annual	Supplier spend with Proc HE submitted to NEUPC
Procurement Report	Annual	Review of all Procurement activity

17 Procurement exceptions

17.1 Procurement exceptions to this policy need to be approved by the Director of Finance.

18 Supplier management

18.1 Suppliers on the approved supplier list will be classified based on risk and spend within the University. The risks considered in relation to supplier management are based on the following:

- a. data compliance or security of data
- b. business continuity
- c. compliance to legislative and regulatory requirements e.g. health and safety
- d. financial stability
- e. level of spend
- f. carbon emissions

18.2 The supplier classification will determine if the University should be conducting supplier review meetings along with the required frequency.

18.3 Procurement will inform suppliers and staff where supplier review meetings are expected to take place and any associated agenda items that need to be discussed.

18.4 In instances where there is deemed to be significant risk with a supplier, the supplier shall be added to the procurement risk register.

19 Risks with procurement process non-compliance

19.1 The Procurement process is in place to ensure that the University achieves value for money for all non-pay spend and to ensure that it is compliant the Finance Regulations.

19.2 The risks associated with not complying to this policy are as follows:

- a. supplier challenges in relation to principles such as fairness, non-discrimination,



transparency etc. being followed

- b. reputational damage
- c. inability to obtain future funding
- d. financial loss
- e. higher carbon emissions

20 Procurement Act 2023 and Public Contract Regulations 2015

20.1 The University does not consider itself to be a Contracting Authority, so it is therefore not required to comply with the terms of the Public Contract Regulations 2015 or the Procurement Act which detail specific procedures for the award of public supply, service and works contracts.

21 Travel requirements

21.1 Travel requirements are exempt from raising a PO. All travel requirements should be booked through the Travel Provider through the online portal or offline team. Please refer to the Travel Policy on the Procurement SharePoint site. Where travel is to be claimed back from a funder (not the University), the funder's travel process must be followed.

22 Sustainability

22.1 The University is required to work in partnership with suppliers and utilise public frameworks to ensure that contract awards support the University of Hull Strategy 2030 vision by considering Sustainability and Social Justice within the supplier selection process.

22.2 In addition, supplier questionnaires require completing for approved suppliers, this involves suppliers providing information on accreditations, carbon management policies and total carbon emissions.

23 Equality Act 2010

23.1 All non-pay activity is subject to being compliant with the Equality Act 2010, which is based on the following purposes:

- a. the need to eliminate discrimination
- b. to advance equality of opportunity
- c. to foster good relations
- d. further information can be found on HR SharePoint site

24 Modern Slavery Act 2015

24.1 All non-pay activity is subject to the Modern Slavery Act 2015, which is in place to prevent slavery and trafficking of people. The University has a [Modern Slavery Statement](#) on its website.

25 Social value

25.1 All non-pay activity should take Social Value into consideration when undertaking evaluation. The following should be considered:



- a. economic aspects
- b. social aspects
- c. environmental wellbeing

26 Freedom of information Act 2000

26.1 All non-pay activity is subject to the Freedom of Information Act 2000 and details of the University's expenditure may be disclosed routinely as part of its [Model Publication Scheme](#) or in response to individual requests for information under the legislation.

27 Conflict of Interest

27.1 All non-pay activity is subject to potential conflict of interest. Staff should not deal directly with any non-pay requirement where there is a personal conflict of interest.

27.2 Any conflict of interest should be declared by completing the conflict of interest declaration and emailing to procurementservices@hull.ac.uk.

28 Sanctions

28.1 Failure to comply with this policy may be treated as a disciplinary offence and will follow the relevant disciplinary procedure.

29 Review

29.1 This policy will be reviewed by the Head of Procurement at least annually or upon any significant changes occurring.

30 Contacts

30.1 Any queries related to this policy should be directed to the Head of Procurement.



31 Appendix A: Works definitions

31.1 The below activities constitute works activities. All other activities should be classed as Supply, Services and Design:

- a. Construction
 - [i] New buildings/works restoring/common repairs
- b. Site preparation
 - [i] Demolition and wrecking of buildings and earth moving
 - [ii] Test drilling and boring
- c. Building of complete constructions or parts thereof, civil engineering
 - [i] General construction of buildings and civil engineering works
 - [ii] Erection of roof covering and frames
 - [iii] Construction of highways, roads, airfields and sport facilities
 - [iv] Construction of water projects
 - [v] Other construction work involving special trades
- d. Building Installation
 - [i] Installation of electrical wiring and fittings
 - [ii] Insulation work activities
 - [iii] Plumbing
 - [iv] Other building installation
- e. Building Completion
 - [i] Plastering
 - [ii] Joinery Installation
 - [iii] Floor and wall covering
 - [iv] Painting and glazing
 - [v] Other building completion
- f. Renting of construction or demolition equipment with operator