

Reference	IMS POL 01
Version	1.0
Issue Date	15/08/2021
Created by	CAW Consultancy
Approved by	GUARDIAN FM



PROCUREMENT OF GOODS AND SERVICES POLICY

Purpose

This Policy establishes the directions that must be implemented relating to the procurement of goods and services by the Guardian FM. Guardian FM is required to implement and maintain an effective internal control framework over procurement activities.

Scope

This Policy applies to all staff, at all Guardian FM locations, who are involved in the administration or management of Guardian FM funds.

Definitions

Financial Records:	Guardian FM subsidiary ledgers as maintained by the Financial Operations Unit.
Procurement:	Process of acquiring goods or services on behalf of the Guardian FM.
Probity:	Evidence of ethical behaviour in a particular process.
Delegated Authorities:	Financial delegation in accordance with the Delegations - Contract, Financial, Staffing and Tender Policy.
GUARDIANFM LTD Funds:	Any funds held in any Guardian FM account, regardless of the funding source.

Policy Statement

Effective internal control procedures must be implemented and maintained by the Guardian FM to ensure all procurement activities of the Guardian FM are authorised in accordance with the delegated authorities and business requirements and within a documented procurement framework. The Guardian FM must ensure the following procurement principles are adhered to:

- Value for Money.
- Open and Fair Competition.
- Accountability.
- Risk Management.
- Probity and Transparency.
- Innovation.
- Customer Service.

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The Guardian FM QMS is to be referred to when procuring goods or services on major projects that are of high value, high profile or possibly contentious.

Responsibility

The Operations Director and Finance Director is responsible for ensuring this Policy is adhered to in respect to all procurement of goods and services made by the Guardian FM.

Legislative Context

- Please refer to job induction training

Associated Documents

- Purchase Order Form
- Purchase Order Log

Implementation

The Procurement of Goods and Services Policy will be implemented throughout the Guardian FM via:

- Within the company newsletter
- Email to all employee's