



CHANNEL MEN'S SHED INC. PURCHASING POLICY

This purchasing policy applies to all members of the Channel Men's Shed ("the Shed") and is effective from 28th October 2014 and shall remain effective, until it is modified or withdrawn by the Committee.

All expenditure of Shed funds is subject to the scrutiny of members and to third party audits. As such, and irrespective of the value of any purchase, all transactions performed by members must be made with honesty and integrity, in a competitive and transparent manner that allows them to be understood and justified.

No purchase shall be made by any member of the Shed, unless it has first been approved by at least three (3) Committee Members, one of whom must be the member administering and controlling the part of the Shed to which the expense relates.

Purchases are to deliver the best value for money outcome to the Shed, whilst taking into account the requirements of standard, quality, service, delivery, reliability, environmental and social issues.

The lowest cost does not necessarily mean it is the best option for the Shed. Amongst others, the total cost of ownership includes costs related to sourcing, delivery, installation, payment terms, spare parts, energy consumption and maintenance.

Authorised for & on behalf of the Committee

Peter Shelley
President