## **Purchasing policy template**

### **1. Introduction**

This purchasing policy outlines the guidelines and procedures for making purchases on behalf of [organization name]. It is designed to ensure that all purchases are made in a consistent and ethical manner, aligning with the organization's goals and objectives.

### **2. Approved suppliers**

The following suppliers are approved to provide goods and services to [organization name]:
[List of approved suppliers]

### **3. Price negotiation guidelines**

All purchases must be negotiated in accordance with the following guidelines:
a. Market research: Conduct market research to determine fair market value before negotiating with suppliers.
b. Supplier bids: Evaluate supplier bids based on factors such as quality, price, and delivery time.
c. Contract terms and pricing: Negotiate contract terms and pricing that are favorable to the organization.

### **4. Documentation requirements**

The following documentation is required for purchases:
a. Purchase orders: All purchases must be made using a purchase order that includes the supplier's name, item(s) being purchased, quantity, price, and delivery date.
b. Invoices: All invoices must be reviewed and approved by the appropriate department head before payment is made.
c. Receipts: All receipts must be reconciled with the purchase order and invoice to ensure accuracy.

### **5. Ethical guidelines**

Employees must act in the best interest of the organization and avoid conflicts of interest or fraud. The following guidelines must be followed:
a. Gifts and entertainment: Employees must not accept gifts or entertainment from suppliers that exceed $50 in value.
b. Confidentiality: Employees must maintain the confidentiality of all supplier negotiations and not disclose any information that could harm the organization's interests.
c. Personal interests: Employees must not purchase goods or services for personal use or benefit.

### **6. Policy review and revision**

This policy will be reviewed and revised annually, or as needed, to ensure it remains relevant and effective. All revisions must be approved by the [insert appropriate person/department]

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