

Reference	NDST POL 02
Version	1.0
Issue Date	24/01/2020
Approved	MD

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Purpose

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

Scope

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

Definitions

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

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Policy Statement

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

The NDST LTD 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 NDST LTD.

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 NDST LTD via:

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