

Amparo Procurement Guidelines Policy

January 2025

1. General Procurement Principles

1.1 All Amparo staff should understand that expenditure is committed when an order is placed, not when payment is made. It is crucial that all orders are placed correctly, within agreed budgets and authorised limits.

1.2 Budget holders are authorized to place orders within their budget areas, subject to cash flow constraints. Orders of £100 or more require authorisation from the budget holder. For expenditures under £100, budget holders may delegate ordering authority as deemed appropriate. All parameters and deviations from these norms must be documented in consultation with the Chief Executive Officer.

1.3 Contracts that involve significant financial commitments, such as leases or hire purchase agreements, must receive prior approval from a Director. This is especially necessary where potential early termination costs exceed budget allocations or where contracts are open-ended. Larger contracts should be entered into only after obtaining advice from relevant professionals (e.g., accountants, solicitors, surveyors).

1.4 Suppliers are required to issue invoices for all transactions. For transactions

requiring payment on or before delivery, where no credit terms are offered, suppliers must provide a pro-forma invoice.

1.5 Petty cash may be used for small expenditures, with all transactions supported by adequate documentation, preferably receipts. Larger cash transactions must be pre-approved by the Chief Executive Officer.

2. Procurement of goods and technical services

2.1 Amparo is committed to procuring goods and technical services that adhere to international best practices, ensuring processes are untied, transparent, and free from narrow national self-interest. This includes ensuring fair and open competition and effective contract management to prevent malpractice.

2.2 Amparo will source goods and services from suppliers that provide the best value for money and possess the necessary experience and technical capacity to fulfill the requirements effectively.

2.3 Amparo will maintain a detailed inventory of all purchased equipment valued over £1000. This inventory helps manage assets efficiently and ensures compliance with financial regulations.

2.4 At the end of any project grant period, the disposal of items listed in the inventory will be conducted in accordance with agreements made with the project donor. This ensures responsible management and disposition of assets.

3. Oversight and Compliance

3.1 The procurement process at Amparo is subject to regular audits and reviews to ensure adherence to these guidelines and the effectiveness of the procedures in place.

3.2 Any deviations from these guidelines must be approved in writing by the Chief Executive Officer or a designated authority, ensuring accountability and transparency in procurement decisions.

4. Policy Approval

6.1 This policy has been approved by the directors and is supported by senior management. All relevant staff are trained on the importance of this policy and their role in implementing and maintaining it.

Approval: *Frederico Carpinteiro*
(Founder/Director)

Date: 16th January 2025 Frederico Carpinteiro