



Polasaí: Purchasing and procurement

Dáta glactha: 6<sup>th</sup> February 2024

## Outline

This document explains CLG na nDúnaibh's purchasing and procurement procedures and the steps that must be taken when the club is required to purchase goods, services, works and or other supplies.

## Principles

Procurement is about ensuring the “best value for money”. While “best value for money” will be the primary objective of the procurement policy, there are other principles which must be adhered to. These are as follows:

- Competitive Supply: procurement should be carried out by competition unless there are convincing reasons to the contrary.
- Efficiency: procurement processes should be carried out as cost effectively as possible.
- Impartiality: suppliers should be treated fairly and without unfair discrimination, including commercial confidentiality where required.
- Unnecessary burdens or constraints should not be placed on suppliers or potential suppliers.
- Integrity: there should be no corruption or collusion with suppliers or others.
- Informed Decision Making: decisions should be based on accurate information.
- Transparency: there should be an openness and clarity on procurement policy and its delivery.

Each member of the executive committee and members of CLG na nDúnaibh must adhere to the above guidelines.

## Roles and Responsibilities

The Club Treasurer will ensure that proper purchasing/procurement procedures are followed.

## Goods and Services

Before placing an order for any goods, services, works and other supplies, the club should obtain the requisite number of quotations/tenders from potential suppliers/contractors. CLG na nDúnaibh should adhere to the following procurement/purchasing guidelines.

Order Value	Approval	Quotes req'd	PO Required
Less than €500	Must be approved by a member of the club executive.	1	No
€500 - €2,000	Must be approved by two members of the club executive, one of whom must be the treasurer or assistant treasurer.	1	Yes



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€2,000 - €5,000	Must be approved by two members of the club executive, one of whom must be the treasurer or assistant treasurer.	3	Yes
Over €5,000	Must be approved by the club executive committee.	3	Yes

Approval requirements should not be circumvented by artificially splitting an order into multiple invoices of smaller amounts.

### **Purchase Orders**

Purchase orders should be requested from the club treasurer in good time before placing any order. Suppliers should be asked to include purchase order numbers on their invoice.

### **Invoicing**

All electronic invoices should be sent to the club treasurer -  
treasurer.downings.donegal@gaa.ie