



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

**Procedure for Low Value Purchases
(Less than €1,300)**

Procedure No. 405

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INTRODUCTION

The purpose of this procedure is to outline the guidelines for Low Value Purchases (i.e. purchases under €1,300).

Scope

Administrative tasks for Low Value Purchases should be reduced to the absolute minimum provided the outcome delivers value for money.

Responsibility

It is the responsibility of the

PROCEDURE

1.0 Procedural Guidelines

The procedural guidelines are set out in a format intended to facilitate devolved purchasing authorities carry out their purchasing responsibilities in compliance with procurement regulations.

1.1 Key Requirement: Benchmark prices (market testing)

1. A single commercial quotation may be used.
2. Periodic market be undertaken by devolved purchasing authority and inform purchasing decision.
3. Health Service Executive, Mid-Western Area accountability and control procedures to apply.
4. Appropriate records documenting all the above activities must be maintained.

Note:

1. When a procurement requirement is identified it must first be established whether an existing contract is already in place, and if so, that contract must be used.
2. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.

REFERENCES:

- Health Service Executive, Mid-Western Area Financial Procedures Manual
- Health Service Procurement Policy Document (This and other relevant procurement reference documentation is available on the HSE Mid-Western Area Intranet Site (Go to Documents / Corporate Services / Materials Management)