



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Procedure for Purchase Approval**

### **Procedure No. 413**

	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
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<b>Corporate Authorisation</b>	<b>J.G. MacNamara</b>	<b>T.S.O.</b>	<b>01/03/05</b>

## **INTRODUCTION**

The purpose of this procedure is to outline the guidelines to be followed for Purchase Approval.

### **Scope**

To ensure the logical and complete presentation of decision – critical information, significant procurement request proposals > €25,400 should be formally documented.

### **Responsibility**

It is the responsibility of the relevant Line Manager.

## **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 Introduction**

A context statement detailing the initiator, purpose and cost estimate of the proposal. Confirm budget provision. Outline of tender process (open, restricted etc) and contract strategy followed (term (years) and contingencies).

#### **1.2 Tender Evaluation**

Summary of business analysis (tabulated) and final ranking after evaluation.

#### **1.3 Value for Money**

Identify most economically advantageous technically acceptable purchase decision. Report any measurable saving or cost curtailment resulting.

#### **1.4 Budget Implications**

Highlight financial implications (capital and current) revealed by full cycle costing. Confirm contact with relevant budget holder.

#### **1.5 Stakeholder Response**

Record consultative actions (relevant stakeholder support).

#### **1.6 Recommendations**

Summarise basis for award, affirm compliance with procedures, restate the full value of contract and the nominated supplier(s) / service provider.

#### **1.7 Approval**

Confirm purchase decision (sign-off by appropriate authority).

**Note:**

1. The appropriate authority level for final sign-off for significant procurements will in all cases be in accordance with current Financial Procedures.
2. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.
3. Approval for board-wide contracts not clearly (wholly and exclusively) associated with a particular function/department, or not otherwise specifically devolved or delegated to a nominated stakeholder remain under the authority of the CEO.

**References:**

Relevant procurement reference documentation is available on Health Service Executive, Mid-Western Area Intranet site (Go to Documents / Corporate Services / Materials Management)