

Heading: Staff Purchase Policy

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Council Believes

1. The current guidelines to govern the usage of staff purchasing are over 4 years old.
2. The union shops provide an extensive range of goods and products for both students and staff.
3. Union staff have the option to sign out commercial products from any of the LSU shops, bars and catering facilities.
4. Staff purchasing products from external competitors takes potential business away from the union shop.
5. Internal purchases do not get charged VAT, therefore reducing the cost of internal purchases by 17.5%.
6. Internal transfer systems adequately cope with internal purchases
7. Claims forms are not required when purchases goods internally therefore less time is spent on filling out claims forms and writing cheques to reimburse staff with there expense.

Council Further Believes

1. Greater control is needed to safeguard internal purchases in order to cut any additional expenses.
2. A governed structure of internal purchasing, will greatly benefit the LSU shops and internal department budgets

Council Resolves

1. All LSU staff that are able to sign out internal transfers should use the union shop, bars or catering facilities as the first available resource.
2. If the item is available in any of LSU shops, bars and catering facilities then the item should be bought using the internal transfer structure.
3. The charging principle will be goods should be charges at approximately cost plus 10% for bulk purchases organised in advance.
4. Retail style arrangements i.e. smallish quantities or not organised in advance will be charged at retail less VAT.
5. Goods can only be charged to internal transfer on production of a union ID card with account to which goods are to be charged on the back.
6. If the item is not available then union staff can look at other external vendors in order to purchase the necessary item required.
7. It is the VP: Finance and Commercial Services responsibility to monitor all internal transfers and internal budgets.

Passed at Council: 2009