



Procurement Policy

Policy Owner: Treasurer
Date Approved: 11/11/2025
Review Date: November 2028

1. Purpose

This policy provides a clear framework for the fair, transparent, and efficient purchasing of goods and services by the United Kingdom Practical Shooting Association (UKPSA). It ensures that all purchasing decisions deliver value for money, uphold integrity, and support the Association's objectives while maintaining compliance with legal and ethical standards.

2. Scope

This policy applies to all UKPSA officers, volunteers, and authorised representatives involved in purchasing, leasing, or contracting goods or services on behalf of the Association. It also applies to all third-party suppliers, vendors, or contractors who engage in business with UKPSA, now or in the future.

3. Guiding Principles

- **Transparency:** All purchasing processes should be open, fair, and documented.
- **Value for Money:** Decisions should consider quality, reliability, sustainability, total cost, and long-term benefit – not only the lowest price.
- **Accountability:** Those involved in purchasing must act within their delegated authority and in the best interest of the Association.
- **Integrity:** Conflicts of interest must be declared, and no personal benefit may be derived from any purchasing activity.
- **Fair Competition:** Where practical, suppliers will have equal opportunity to compete for UKPSA business.
- **Compliance:** All purchases must align with UKPSA policies, charitable regulations, and relevant UK legislation (e.g., Companies Act, Charity Commission guidelines, procurement and data protection laws).



4. Purchasing Authority and Approval Levels

All purchasing decisions must be made by individuals within their authorised financial limits, as approved by the UKPSA Board or delegated officers.

Purchase Value (GBP)	Authorised Approval Level	Process Requirement
Up to £250	Treasurer or budget holder (against budgeted expenditure)	Direct purchase, single quote acceptable
£251–£2,500	Treasurer plus one other trustee or budget holder (against budgeted expenditure)	Minimum of two written quotes
£2,501–£10,000	Charity Board approval	Minimum of three written quotes or tender process
Over £10,000	Charity Board approval	Formal competitive tender or documented justification

Exceptional cases (e.g., emergencies, specialist suppliers) must be recorded with a written rationale.

5. Supplier Selection and Evaluation

UKPSA aims to work with reputable, ethical, and competent suppliers. Selection should consider:

- Proven track record and reliability
- Competitive pricing and value for money
- Quality of goods or services
- Compliance with UK health, safety, and environmental standards
- Ability to deliver within required timeframes
- Data protection, confidentiality, and GDPR compliance
- Ethical practices (e.g., modern slavery, bribery, and sustainability commitments)

6. Conflict of Interest

All individuals involved in procurement must declare any actual or potential conflict of interest prior to engaging in purchasing or supplier evaluation. No person may approve or influence purchases where they have a personal, financial, or familial connection to the supplier.



7. Purchase Orders and Contracts

Where appropriate, written purchase orders or contracts must be used to confirm scope, pricing, delivery, and terms of service. Contracts over £5,000 or those involving ongoing services must be reviewed and signed by an authorised officer and may require legal review.

8. Payment and Record Keeping

- All purchases must be supported by valid invoices and receipts.
- Payments shall only be made by formal proforma invoice, otherwise after goods or services have been received and verified as satisfactory.
- Financial records and procurement documentation must be retained for a minimum of six years.
- No payments shall be made in cash except in exceptional, pre-approved circumstances.

9. Ethical Conduct and Anti-Bribery

UKPSA maintains zero tolerance for bribery, corruption, or unethical inducements. Suppliers must not offer gifts, hospitality, or personal benefits intended to influence purchasing decisions. All parties must comply with the UK Bribery Act 2010 and UKPSA's Code of Conduct and Good Standing.

10. Sustainable and Responsible Procurement

UKPSA encourages responsible purchasing practices that:

- Reduce environmental impact (e.g., minimising waste, selecting sustainable materials)
- Support UK or local businesses where feasible
- Promote diversity and fair labour standards in supply chains

11. Review and Continuous Improvement

This policy will be reviewed annually, or as required, to ensure it remains effective, relevant, and compliant with legal and operational needs. Feedback from suppliers and stakeholders is encouraged to improve future purchasing processes.

12. Contact and Enquiries

Questions or clarification regarding this policy should be directed to:

Email: Treasurer@ukpsa.org

Address: United Kingdom Practical Shooting Association, Alpha House, 100 Borough High Street, London SE1 1LB

