

# Document Information

## 1. Document Details

<b>Title:</b>	<b>Purchasing Procedures</b>
<b>Author(s):</b>	Purchasing Officer
<b>Version No:</b>	3
<b>Status:</b>	Final

**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

## 2. Revision History

Version	Revision Date	Summary of Changes	Changes tracked?
2	28/6/2023	Verification of New / Amended Supplier details, updated link to forms	No
3	05/08/2025	Section 3: Requirement for IT Services approval for ICT Purchases that connect to MTU Network Section 8 Amendment to Sole Supplier Section 9 & Appendix B: Removal of requirement to complete Business Case	Yes

## 3. Relevant Existing/Related Documents

Travel & Expense Policy (Referenced)
Official Circulars and Guidelines issued by the Departments of Finance and Education and Skills (Referenced)

## 4. Consultation History

**This document has been prepared in consultation with the following bodies:**

Purchasing Officer, Office of the Vice President for Finance & Operations, Finance Manager, Senior Financial Accountant, Building's Office

## 5. Approvals

Name	Date	Details of Approval Required

# Purchasing Procedures

## 1. Purpose and Applicability

These procedures implement the University's Procurement Policy as approved by the Governing Body. These procedures apply to all University Non-Pay expenditure irrespective of the funding source. These procedures also apply to the CIT Innovation Centre Ltd and Cosmos Education Ltd.

## 2. Non-Pay Budgets

The President of the University shall determine in respect of that year the non-pay budget in respect of the various areas represented on the University's Executive Board and shall notify them in writing of their budget for that year.

Each member of the Executive Board will allocate their non-pay budget to the various cost centres for which they are responsible. In consultation with the various budget holders, they will break down their respective budgets into various cost headings, including (but not limited to): General, Travel, Staff Development, Capital Items etc.

Non-Pay Budgets for non-main scheme activities, (such as research & development contracts and other self-financing activities) shall be consistent with the terms of the grant award/contract and shall be for the entire duration of the activity.

Each month the Finance Office shall prepare and circulate a statement for each cost centre, in relation to the period up to the last day of the preceding month showing for each cost heading, the budget, the cumulative amount committed up to that month and the balance remaining which has not been committed.

## 3. Ordering Procedure

New Suppliers are set up on Agresso, in the Purchasing Office, following receipt of the MTU Supplier Form. Details are verified by a telephone call. All changes to supplier bank details are also followed up with a telephone call for verification.

Requisitions are raised on Agresso in each department. The relevant manager, subject to authorisation levels, electronically approves the requisition on Agresso.

All requisitions are subject to limits as set out in the Procurement Policy and require a specified number of quotations or a tender advertised on [www.etenders.gov.ie](http://www.etenders.gov.ie)

The Finance Office reviews all requisitions.

Following the set-up of MTU's ICT Governance Committee in January 2025, staff members are required to contact the IT Services Department on their relevant campus for approval of ICT Spend.

- Tenders (spend in excess of €50k (ex Vat)) – IT Managers are to approve any ICT related tenders. Staff members are required to contact IT Services to review and approve their tender specification documents. Staff can email the Tendering Office at [tenders@mtu.ie](mailto:tenders@mtu.ie) for the suite of tender template documents.
- Non-tendered spend (i.e quotations) – IT Managers are required to oversee spend on any ICT related items that would include software or any hardware that might link to the MTU network in any way.

A Purchase Order will be issued from the University's purchasing function in respect of items, which are compliant with these procedures, and this creates the commitment against the nominated budget.

Specific recurring items that are subject to agreements, such as utility bills, insurances, postage and premises rental do not require a Purchase Order

When accounts payable receive an invoice, it is registered and matched to the order on the system and sent to the relevant manager for approval. Once approved, the invoice is paid on Agresso.

Fixed Assets are based on Value/Description and the Fixed Asset Officer allocates an Asset Code from the Accounts System Fixed Assets Register once invoice is received.

#### **4. Processing of Purchase Orders**

All orders are processed in the University's Purchasing function in the respective location; Bishopstown Campus, Kerry Campus, Cork School of Music, Crawford College of Art & Design, and the National Maritime College of Ireland. Orders from the CIT Innovation Centre Ltd and Cosmos Education Ltd are processed through their respective companies.

#### **5. Independence of Procurement Process**

The University will avoid giving or receiving gifts, hospitality, preferential treatment or –benefits which might affect or appear to affect the procurement process or the University's ability to make independent judgement on business transactions.

#### **6. Authorisation of Requisitions**

Requisitions are approved online by the Budget Holder. There is no limit on the value of items that can be requisitioned. It is however constrained by available budget, adherence to the correct number of quotations or tender per the Procurement Policy and the Purchase Order authorisation.

#### **7. Authorisation of Purchase Orders**

The authorisation of a Purchase Order is a finance function and is required prior to committing the University to any expenditure with a supplier. The authorisation is based on the source of funds and the value of the order and the location of the requisitioning cost centre. Orders with higher limits must be approved at the lower limits before being forwarded to the next approver. This is automatic on the finance system.

For Purchase Orders the following authorisation is required:

Up to €5,000	Purchasing Office/ Self Financing Office
Between €5,000 and €10,000	Purchasing Officer
Between €10,000 and €50,000	Finance Officer
Over €50,000	VP Finance & Operations

**8. Sole Suppliers**

Where there is a sole supplier for specific goods or services, the Sole Supplier Declaration in Appendix A should be completed and attached to the Requisition.

Sole Supplier Declarations cannot be used to limit the supply of generic goods or services to a particular supplier, brand or product. Communication from the company stating they are a sole supplier should not be taken at face value as alternative products or brands may be available.

If you have any queries regarding the use of Sole Suppliers, please contact the Tendering Office at [tenders@mtu.ie](mailto:tenders@mtu.ie)

**9. Tenders**

Tenders for the goods/services shall be sought by the Procurement Office, in accordance with the provisions of the Procurement Policy.

Tenders shall be referred to the Requisitioner, for evaluation who will decide on the suitability of goods/services quoted for and return tenders with a decision and appropriate comments to the Procurement Office.

Tenders will be evaluated on the basis of the Most Economically Advantageous Tender. The criteria used for evaluating tenders shall be included in the published tender notice and listed in order of priority.

The relevant Budget Holder shall ensure that the commitment does not cause the total commitment to date to exceed their approved budget. The Finance Office will perform a budget check.

If the source of funding for the goods or services is funded by EU Structural Funds then the appropriate reference and logos should appear on the tender notice.

Tenders for plant, vehicles, equipment, and premises refurbishment with an energy use (e.g. lighting), will ensure that the energy efficiency and consumption are considered as part of the tender process and where appropriate may be included in the tender evaluation.

**a. Compliance**

All expenditure must comply with the above procedures. Non-compliance will be brought to the attention of the Finance Manager, who will notify the Relevant Vice President of material cases. Serious cases are brought to the attention of the President and the relevant Committee of the Governing Body. Details of non-compliance may be included in an audit file.

**b. Allocation of Expenditure**

Nothing in the above procedures shall prevent the President from directing that expenditure be committed from the appropriate budgets of a Department or Cost Centre in respect of items which are deemed to be necessary for the satisfactory operation of that Department.

**c. Specific Sub Contractor Requirements**

All sub-contractors engaged by the MTU to carry out services shall be required to forward insurance certificates, statements of compliance with safety and pension requirements and any tax reference number and/or other details as required by the Revenue Commissioners. This includes copies of their current Public Liability Policy and Employers Liability Policy prior to carrying out any works.

**d. Changes to Procedures**

The above procedures may be modified from time to time by the President in accordance with the Procurement Policy.

**e. Approval.**

These procedures were approved by Paul Gallagher, Vice President Finance & Operations.



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**Paul Gallagher**  
**Vice President Finance & Operations**

Dated: 14 August 2025

## Appendix A

### **Sole Supplier Declaration.**

For a Word version of this declaration, please go to the Policies Section of the Finance website  
<https://finance.mtu.ie> or click directly on the link below:

<https://finance.mtu.ie/contentfiles/forms/P04.2%20-%20Sole%20Supplier%20Declaration%2003.03.21.pdf>