**Purchasing for coronavirus-related research**

The University recognises that coronavirus-related research is urgent and that those involved wish to devote all possible time to practical activities. In order to assist those directly involved in this research we thought it might be helpful to clarify how existing purchasing processes can be operated more efficiently whilst continuing to provide robust financial controls and managing risk appropriately.

Whilst departments should follow competitive processes as far as possible, the University’s purchasing procedures already allow for competition (i.e. quotes/tenders) to be dispensed with in cases of ‘extreme urgency, unforeseeable and not attributable to requester’.

For purchases over £25k departments can use the tender exemption form to document the rationale for not competing. For the purposes of efficiency it is acceptable to complete only one form if the same supplier is going to be used on a number of occasions for the same or similar goods/services provided the form records the aggregate value of the purchases.

For purchases under £25k similar documentary evidence should be retained setting out why competition has been dispensed with (although the full tender exemption form is not required). We would recommend, to make this process more efficient, that the department considers producing one document to cover multiple transactions (e.g. the purchase of x, y and z from suppliers A, B and C). The attached template may assist, and should be approved as appropriate.

Please also note the following points:

• Please check relevant grant terms and conditions to confirm that following this arrangement is allowable within the funder requirements.

• This new quotation exemption form arrangement applies to under £25k, time-sensitive, coronavirus-related research only.

• Where it is possible to plan ahead or the supply is not urgent, the normal competitive procedures should be followed.

• You should continue to raise purchase orders in advance. However, consideration could be given to using the Barclaycard for urgent supplies if necessary. The Cashiers team is available to process requests for temporary increases to Barclaycard limits.