Contact your representative from the CoSS Management Accounting Team to check the budget available and the account codes to use

Is there a Budget for the planned expenditure?

Do you have the relevant Element 2 and 3 codes?

**Yes**

**No**

Does an Approved Supplier exist for your requirements?

Check this at:

<https://intranet.birmingham.ac.uk/finance/procurement/I-need-to-buy-something/Approved-Suppliers.aspx>

Is the anticipated spend:

Less than £2,500............Quotes not required but make sure you have obtained value for money – you could be asked to demonstrate this!

Between £2,500

and £25,000? ...............Obtain at least 3 written quotes\*

Over £25,000 but

below £172,514 ...........Obtain 3 written quotes or tenders and the Procurement Office must be consulted via Jill Reed, CoSS Finance

Over £172,514 .............Formal Tender Process required – the Procurement Office must be consulted via Jill Reed, CoSS Finance.

No

Yes

**USE IT!**

**\*NB:** If Quotations cannot be obtained for purchases over £2,500 please contact Rachel Blake in CoSS Finance as Single Source Approval will need to be obtained from either CoSS Finance or Procurement depending on anticipated spend value.

To place an order please complete a Request to raise Purchase Order document and send by email to CoSS Finance Team – [coss-finance@contacts.bham.ac.uk](mailto:coss-finance@contacts.bham.ac.uk).

Ensure to include the following information:

* All information required to raise a Purchase Order including quantities, colours, reference numbers, sizes, including any special notes that the Supplier needs to be aware of.
* Copies of the necessary Quotations (if required).