



Procurement Policy and Procedure

Version 7.0

Approved by the Board of Governors

Last Amendment: November 2025

The purpose of this policy is to provide LSST with rules and standards governing the procurement of commodities and/or services. Procurements will be considered in the best interests, or the best value, to LSST when a procurement supports and balances the following procurement principles:

- the achievement of required outcomes;
- generates the best quality and economic value;
- is performed in a timely manner;
- minimizes the burden on administrative resources;
- expedites simple or routine purchases;
- allows flexibility in developing alternative procurement and business relationships;
- encourages competition;
- encourages the continuing participation of quality supplier; and
- supports LSST procurement planning and implementation.



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1. Procurement Policy

1.1. This policy establishes the rules, standards and procedures governing the procurement of goods and services for London School of Science and Technology. It ensures that all purchasing activity delivers best value, supports the School's strategic objectives, and complies with UK law, relevant funding-body requirements (e.g. OfS,), and the principles of public accountability.

1.2. Scope and Application

1.2.1. Applies to all procurement of goods and services, regardless of funding source, across all LSST campuses and departments.

1.2.2. Excludes construction contracts, property leases and student-union activities (which are subject to separate procedures).

1.2.3. Applies to staff, contractors and any third parties acting on behalf of LSST.

1.3. Principles

1.3.1. LSST is committed to promote a purchasing system that:

1.3.2. All the purchases are made with prudent protection against conflict of interest, the highest standard of business ethics, and professional competence and courtesy.

1.3.3. LSST is committed to procurement that:

- Achieves required outcomes of high academic and operational quality in support of teaching, research and student experience.
- Delivers best overall value (whole-life cost, sustainability, social value, and quality, not only lowest price).
- Is timely, efficient and transparent, with clear audit trails and documentation.
- Minimises administrative burden while complying with funding-body and charity-law requirements.
- Encourages fair competition and continuous participation of capable, diverse, and ethical suppliers.
- Prevents conflicts of interest and upholds the highest standards of integrity and professional conduct.
- Supports sustainability and social responsibility, including environmental impact, modern-slavery compliance, and EDI (Equality, Diversity & Inclusion) considerations.

1.4. Guidelines

- All purchases are subject to available budget funds.

- Buyers and users will familiarise themselves with applicable LSST policies and procedures.
- Purchasing transactions not complying with this Policy may be delayed in processing.
- The CEO of the School will be advised of all non-compliant transactions.
- In all purchasing situations where the lowest offer is not selected, the CEO shall be notified and provided with acceptable rationale for the selection.

1.5. **Governance and Responsibilities**

- Board of Directors: ultimate oversight of procurement strategy and approval of transactions above £300,000; approvals above £500,000 require full Board approval.
- Chief Executive Officer (CEO): accountable officer; signs all contracts/agreements and approves purchases above £50,000.
- Director of Finance: oversees budgets, advises on procurement planning, ensures regulatory compliance.
- Head of Operations / Procurement Officer: manages day-to-day procurement activity, supplier due diligence, and policy implementation.
- Budget Holders/Line Managers: ensure requisitions are within approved budgets and comply with this policy.

1.6. **Ethics and Conflict of Interest**

- 1.6.1. Staff must declare any actual or perceived conflict (financial or personal) before participating in a procurement decision. Gifts, hospitality, or inducements from suppliers are prohibited except for modest hospitality consistent with LSST's Anti-Bribery Policy. All procurement must comply with the UK Bribery Act 2010, Modern Slavery Act 2015, GDPR, and LSST's Code of Conduct.

1.7. **Procedure**

- 1.7.1. At LSST, the procurement department conducts most purchasing actions. The department is responsible to insure consistent purchasing practices across LSST.

1.8. **Requests for Quote (RFQ)**

- 1.8.1. The School may gather quotes to assist in the potential procurement by inviting potential suppliers or other interested parties to provide quotes on procurements; it is a way to provide the best value for the best price.



1.9. Purchase Orders (PO)

- 1.9.1. The School raises the PO for all purchases without PO any purchase will not be processed at all.

1.10. Travel and expense claims

- 1.10.1. To compensate employees for travel and/or other expenses paid personally; refer to the Section 4: Financial Authorities.

1.11. Petty Cash

- 1.11.1. For purchases valued at less than £50 for goods or services (unrelated to employee travel and expenses) acquired directly from the supplier.

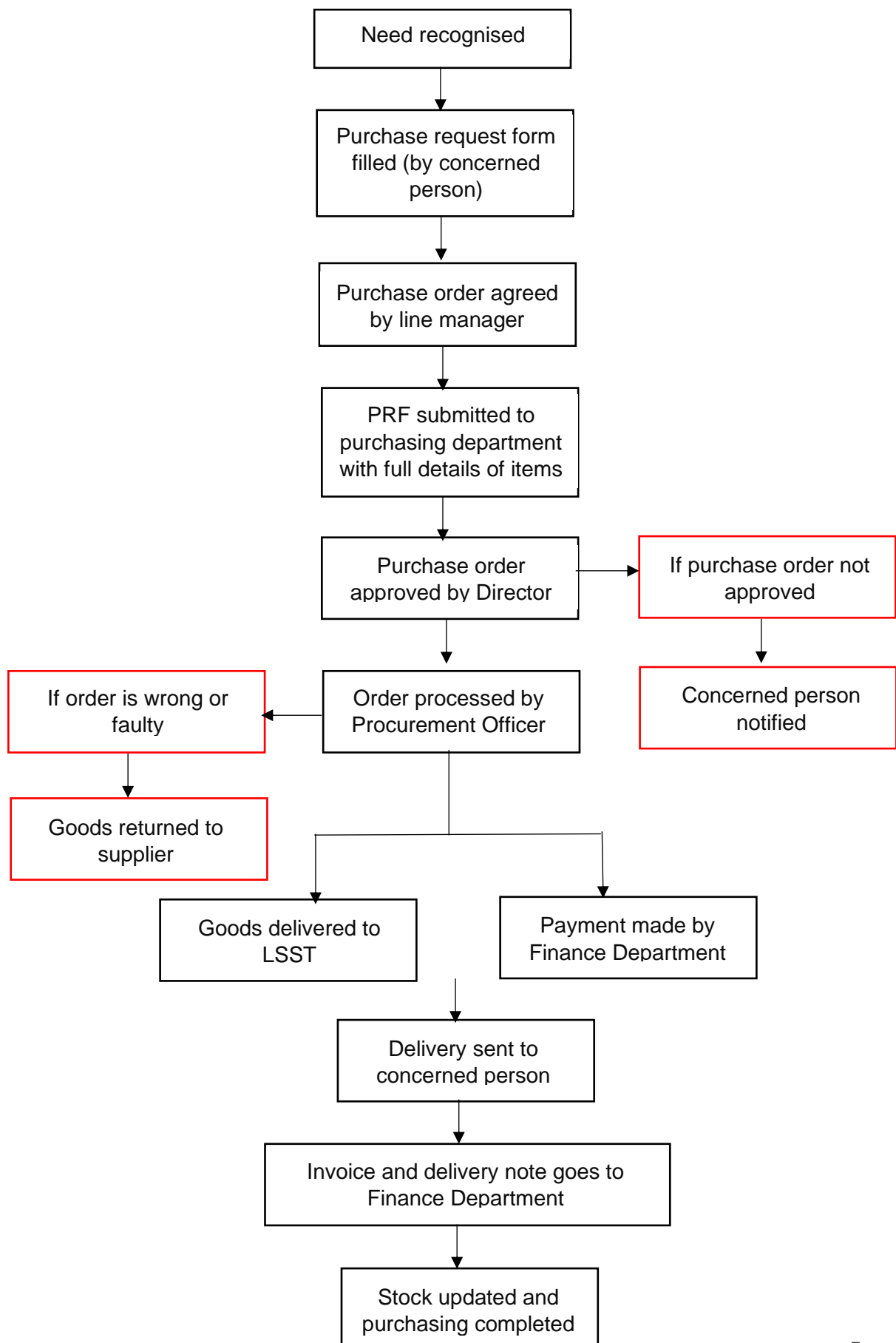
1.12. Procurement File

- 1.12.1. LSST shall maintain a paper or electronic procurement file, competitive procurement of commodities and/or services. The file shall contain the original and copies or the file location on LSST database.

1.13. Procurement Amendments

- 1.13.1. LSST may, at any time prior to the execution of an order, amend procurement or change the procurement requirements, scope, and budget or procurement schedule upon written notice to suppliers.

2. Purchasing Process Flow Chart at LSST





3. Procurement Contacts

3.1. Details of the team members and information on their areas of responsibility are mentioned here:

3.2. Procurement Officer

3.2.1. Operations Manager from each campus places order with the approval of the Director of Operations.

3.3. Finance Cashier & Coordinator

Fatima Yuosuf

Email: finance@lsst.ac

Tel: 02080171611

3.4. Benish Fatimah Zaidi

Director of Finance

Email: Benish.zaidi@lsst.ac

Tel: 0208 795 3863 Ext: 26

3.5. Finance Officer

Fatima Yousuf

Email: finance@lsst.ac

Tel: 02080171611

3.6. Finance Manager

Abdul Rashid

Email: abdul.rashid@lsst.ac

Tel: 0208 795 3863 Ext: 420

3.7. CEO

Ali Jafar Zaidi

Email: ali.jafar@lsst.ac

Tel: 0208 795 3863 Ext: 573

Mr Ali Jafar Zaidi manages over all finance and budgets of LSST's internal and externals. Furthermore, he authorises signing all the contracts and agreements, etc.

4. Responsibilities of LSST

- 4.1. Section 2 provided details of the Procurement team and areas of their responsibility. Operational responsibility for the procurement of goods and services rests with the Heads of departments. There has to be a clear definition within LSST of:
- *Who may request goods or services to be bought?*
 - *Who is to do the ordering?*
 - *Who is to authorise the transactions? – which is linked to -*
 - *The delegated authority structure for purchases below £5,000 (which is the limit for Procurement Officer and Sections), and*
 - *Who will be the receiver of the goods or services?*
- 4.2. This all must be done in accordance with the **Financial Authorities Structure** (Section 4 follows).
- 4.3. The Financial Authorities Structure is in place to ensure that staff at an appropriate level oversee the procurement of goods and services.
- 4.4. The procurement officer can process any purchase/order up to £5000 with the approval and consent of CEO. Whereas the CEO can process any order between £5000 and £300,000 and in case of purchases/order of £300,000 and above are subjected to formal Board of Governors meeting for approval.

5. Financial Authorities

- 5.1. There are three linked, internal arrangements to facilitate delegation of financial authority:
- **Authorised signatories and Staff**
 - **Excel Sheet of Purchase Orders and Budget**
 - **Financial Authority's Structure**
- 5.2. **Authorised Signatories & Staff**
- 5.2.1. The CEO of the School is responsible for maintaining the records and authorised signatories of staff. This is a physical record of LSST's financial authority structures and authorisation limits for staff, complete with samples of signatures. Any changes to these authorities must be notified to the Finance Department immediately, whereas the right to sign all agreements & contracts is reserved to CEO of the School only.
- 5.3. **Excel Sheet (Register) of Purchase Orders and Budget**
- 5.3.1. The information contained in the Excel Sheet about all the purchase Orders and information of Authorised Signatories and the budget of each department.
- 5.4. **Financial Authorities and Structure**

- 5.4.1. LSST has financial authorities and its structure to enable LSST to transact daily business. This is to ensure that all the small and major purchases of goods and services are authorised by LSST's senior management at an appropriate level.
- 5.4.2. *The Line Manager has authority to accept and forward the orders of individual staff for the final approval with the CEO to place the order.*
- **Mr Ali Jafar Zaidi, the CEO of School has financial authority to sign all the orders and sign contracts / agreements on behalf of LSST.**
 - **In the absence of the CEO of School, the Director of Finance may approve P.O to place the order.**

Financial Authority Levels	Value (ex VAT)	Authorisation Required
Up to £50	Petty Cash – authorised by Cashier & PA to the Directors	
£50 – £5,000	Procurement Officer (with Director of School approval)	
£5,000 – £300,000	CEO approval	
Above £300,000	Formal Board review, CEO signature	
Above £500,000	Board of Governors approval, CEO signature	

Note: It is not permitted for staff to divide orders into smaller lots in order to avoid having to obtain a proper level of authorizations.

6. Purchasing Procedure

6.1. The normal transaction stages for an external purchase order are as follows:

6.2. Requisitioner

- Obtains quotations.
- Selects preferred supplier and prepares summary for orders for goods and services.
- Inputs requisition to finance and purchasing system.

Note: purchases below £50 (for a single purchase) may be made with Petty Cash when necessary.

6.3. Authoriser

- Reviews purchase requisition details.
- Examines Line Manager approval.
- Authorises requisition.

6.4. Procurement Officer/Buyer

- Final responsibility for placing order.
- Ensures that competitive quotes have been obtained.
- For orders over £50, a PO summary to be obtained (or created) and held on order file. If this is a “new” supplier, it must be added into Supplier list.
- Agrees on appropriate terms and conditions.
- Inputs order to finance system.
- Obtains further authorisation as required.

6.5. **Security Officer/or Receptionist**

- Receives delivery.
- Checks delivery.
- Passes goods to Requisitioner (or consignee detailed on order).
- Inputs Goods Receipt to finance system.

6.6. **Further Guidance for Requisitioners**

- 6.6.1. The following notes follow the sequence detailed in the preceding section, providing more information on each stage of the transaction.

6.7. **Note 1: Obtaining Quotations:**

- 6.7.1. It is important for the Requisitioner or the Buyer to “test the market” by obtaining competitive quotes. Please note that it is not necessary to obtain alternative quotations when the goods are to come from an established contract, but you may have to run a further competition between suppliers on a framework agreement.
- 6.7.2. Always check whether the goods or services you require are available from an existing contract or not. Use LSST’s regular suppliers to find the products.
- 6.7.3. The procurement team verifies all the supplier registrations.
- 6.7.4. The introduction of a new supplier should be an exceptional action. Establishing and maintaining a new supplier requires time and approval while the LSST List of Suppliers already exists. The Procurement Officer examines all new supplier set-ups before using their services or any orders to be placed.
- 6.7.5. When suppliers send in forms to open credit accounts with their firms, these usually involve acceptance of the suppliers’ conditions of sale with the Procurement Officer.
- 6.7.6. Advice and assistance on any procurement matter is always available from the Procurement Officer.
- 6.7.7. Procurement **must** be consulted on any purchase with a total value of £50 or above.

6.8. **Note 2: Selecting a supplier**

- 6.8.1. Selection in most circumstances will be based on best value or lowest cost.
- 6.8.2. There may exceptionally be a quotation preferred which is **not** the least expensive. There may be valid reasons for this selection such as demonstrable best value, lowest total cost taking into account maintenance costs or building work, compatibility, closest fit to technical performance requirement, etc. A selection not based on lowest cost **must** be justified and documented in **every** case.

6.9. **Note 3: Purchases below £50**

- 6.9.1. There is a significant administrative resource cost (estimated at over £50) involved in processing an order from requisition to payment. Due to this, a Minimum Order Value of £50 for any single item has been established. Purchases below this value are to be held with a view to consolidating with other requirements, or, as a last resort, be made using departmental Petty Cash.

6.10. **Note 4: Final responsibility for placing order**

- 6.10.1. At LSST, the Procurement Officer has the final responsibility for checking and issuing the order. A particular department may or may not have delegated *budget* authority but the Procurement Officer will talk to their Line Manager before they place an order.
- 6.10.2. It is their responsibility to ensure that all of the preparatory work has been completed and that a proper record of the procurement is made. This establishes a clear audit trail.

6.11. **Note 5: Ensures that competitive quotes have been obtained**

- 6.11.1. It is the Procurement Officer who must ensure that there has been an appropriate approach to the market and an adequate number of quotations received **in advance** of the order being processed and authorised.

6.12. **Note 6: Agree appropriate terms and conditions**

- 6.12.1. Unless goods or services are being obtained from an existing contract (in which case the terms and conditions are pre-agreed) it is strongly advised that, a LSST purchase order is used for every transaction. It is given in last section of the policy.

6.13. **Note 7: Placing Order via telephone, fax or email**

- 6.13.1. Please note that by ordering by telephone, fax or email when there is no current supply agreement in place, you are accepting the supplier's terms of sale. Always issue an order with the terms and conditions attached.



7. Sustainability and Social Value

- 7.1. LSST will, where practicable, give preference to suppliers demonstrating environmental sustainability, fair-trade practices, and positive social impact.
- 7.2. Major tenders should incorporate evaluation criteria for sustainability and equality, diversity and inclusion.

8. Documentation and Audit

- 8.1. A complete electronic procurement file (quotes, approvals, PO, contracts, delivery notes) must be maintained for six years for audit and funding-body inspection.
- 8.2. Non-compliant transactions may be refused or reported to senior management.



Appendix 'A'

1. Purchase Order Form (Internal)
To be used only for internal staffs
2. Purchase Order Form (External)
To be used only for external suppliers and companies

Appendix 'B'

List of Approved Signatories:

1. Procurement Officer

Approved Signature:

2. Benish Fatimah Zaidi,
Director of Finance

Approved Signature:

3. Ali Jafar Zaidi,
CEO of the School

Approved Signature:



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