

Threshold Level	Total (or Annual) Value	Quotation/ Tender Process	Responsible for procurement	Opening of Quotation/ Tenders	Contract Documentation	Approval of Contract (Signature Required)
1	Up to <del>£5,000</del> <u>£10,000</u>	Electronic quotation: demonstration of value for money	Authorised Officer	Authorised Officer/ Budget Holder	Issue by Purchase Order or use of Purchasing Card with GP terms and conditions	Authorised Officer
2.	<del>£5,001–£15,000</del> <u>£10,001 - £40,000</u>	At least 3 electronic quotations	Authorised Officer with support from Procurement Department	Procurement department and Authorised Officer but relevant Procurement officer for e-tenders	Written contract approved by Procurement Department	Head of Department/LPU Commander/ CFO (Chief Constable)/ Chief of Staff/ CFO (PCC)
3.	<del>Above £15,000 and below £250,000</del> <u>£40,001 - £250,000</u>	Follow tender process outlined in Standing Orders (and where the total value exceeds the EU Threshold. In accordance with EU Regulations)	Procurement Department	Procurement Department	Written form of contract approved by Procurement.  Where the total value exceeds the EU Threshold, this must be reported to the PCC in conjunction with the Procurement Department)	If the value below the relevant EU Threshold: CFO(Chief Constable) /Chief of Staff/ CFO (PCC)  If the value is the amount of the relevant EU Threshold or above – Chief of Staff/CFO (PCC)
4	Over £250,000	Follow tender process outlined in Standing Orders	Procurement Department (with support from Joint Legal Services)	Chief of Staff or CFO (PCC) (or designated Procurement officer in relation to e-tenders only)	Written form of contract approved by Joint Legal Services.  Completed under seal (if deemed appropriate by the Commissioner).	Chief of Staff or CFO (PCC)