

Process – Purchasing of goods / services

Procurement training and guidance tools are available at:
<http://www.swansea.gov.uk/staffnet/procurementtrainingandguidance>

- Is it necessary?
- How could it be paid?
- Are there any spending restrictions?
<http://www.swansea.gov.uk/staffnet/SpendingRestrictions>

STEP 1
Plan Expenditure

STEP 2
Consider Purchasing procedures

- <http://www.swansea.gov.uk/staffnet/procurement>
- How much is the spend?
- One off spend or ongoing?

