



SOP Number:
Version: V1
Written by: R Duncombe
Approved by: Exec Committee
Date Approved: 14.06.18
Supersedes: None
Review Date: 14.06.20

Standing Financial Instructions / Standards for Business Conduct.

BOPA. (British Oncology Pharmacy Association)

Standing Financial Instructions / Standards for Business Conduct.

Principles.

1. All activities undertaken by BOPA will be undertaken in accordance with the BOPA constitution.
2. The primary aim of BOPA is to support the education and training of pharmacy staff working in oncology.
3. All members of the BOPA executive committee will endeavour to utilise the resources of the charity in accordance with the BOPA constitution.
4. The BOPA committee will endeavour to undertake its responsibilities with due regard to the principles of corporate governance.

Tendering.

1. A minimum of 3 tenders should be sought for goods / services with an overall cost of greater than £7,500.
2. In all tenders both capital (one-off charges) and revenue (on-going) charges should be taken into consideration.
3. In all tenders contract terms should be explicitly stated.
4. When awarding a tender – the BOPA tender award form should be completed.
5. The tendering process should be led by a member of the BOPA executive committee.



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Financial Approvals. (inc VAT)

	Value	Treasurer	Chair	Executive Member	Full Committee (majority vote)
Travelling expenses. (Receipts must be submitted).	Up to £400	X			
Travelling expenses	➤ £400	X	X		
Meeting Expenses	Up to £500	X			
Meeting Expenses	£501-£1000	X	X		
Meeting Expenses	£1001-£2000	X	X	X	
Meeting Expenses	>£2001				X
Tender Awards	Up to £1000	X	X		
Tender Awards	£1001-£5000	X	X	X	
Tender Awards	>£5000				X
Grants	Up to £1000	X	X		
Grants	➤ £1001				X
Any other Expenditure	Up to £500	X			
Any other Expenditure	£501-£1000	X	X		
Any other Expenditure	>£1001				X



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Appendix One:

Tender Award.

1. Service / good being procured being tendered
2. Contract term
3. Executive committee lead officer(s)
4. Brief description of the tender process
5. Confirm tender documents attached
6. Financial evaluation
7. Other considerations
8. Executive officers recommendation
9. Declaration of interests
10. Approval.