Which route does this purchase take?

Write your council's own limits on the lines below, from its adopted financial regulations.
Then pin this up and check every purchase against it.

Band 1

Under £_____

1. Keep a note of what you bought and why.
2. Record it in the Purchase log.

Quotes needed _____

Council decides?

☐ Yes ☐ No

Band 2

From £_____ to £ _____

1. Ask for written quotes.
2. Compare them in Quote comparison.
3. Record your choice in the Purchase log.

Quotes needed _____

Council decides?

☐ Yes ☐ No

Band 3

From £_____ to £ _____

1. Send a specification with the quote request.
2. Score the quotes and check insurance.
3. Take the recommendation to a council meeting and minute it.

Quotes needed _____

Council decides?

☐ Yes ☐ No

Band 4

From £_____ and over

1. Written specification and quotes.
2. Score, check insurance and report to the council.
3. Minute the decision. Send award and decline letters.

Quotes needed _____

Council decides?

☐ Yes ☐ No

Whatever your bands

£30,000

including VAT, and above

The Procurement Act 2023 adds publication steps for councils at this value.

1. If you advertise the opportunity, publish a notice on the Central Digital Platform (Find a Tender) before you publish it anywhere else.
2. After you award, publish a contract details notice. Guidance says this is usually within 90 days.
3. Keep a copy of each notice and record its reference in the Purchase log.

Source: gov.uk guidance on below-threshold contracts, checked 11 November 2026. Check the page again before you rely on the figure. Your council's own adopted financial regulations set its limits.