

Purchase Proposal System

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The following document outlines the Hackspace procurement system.

The system is divided into two separate systems:

1. Consumables - Items which are expected to be replaced frequently. This includes blades, paper products, electronics components, cleaning equipment, oils, adhesives, etc.
2. Other purchases - any item which is not covered by the consumables list. This could include deviations from a consumable, infrastructure projects, or buying equipment.

Consumables

The hackspace maintains one central list of consumables which can be found at the link below. Any member can replenish the hackspace with these pre-approved items. It is recommended members double check the existing stock is definitely depleted via telegram first. They can email info@hacman.org.uk with their receipt and bank details and expect repayment within 30 days.

Any Item can apply to become a consumable after one full purchase proposal (detailed in next section) AND with the support of the board AND by a majority vote at any members meeting. Items can be later withdrawn from the list by majority vote at sub-group team meetings; this must be recorded in the published minutes with a stated reason for removal.

INSERT LINK TO CONSUMABLES LIST - to be updated once consumables list is ready.

Purchase Proposals

For any purchases not covered by the consumables list, a purchase proposal is required. Purchase proposals can only be put forward by subgroup teams, but any member can submit their proposal to them for consideration.

A purchase proposal should consist of the following:

- A clearly defined aim, including who it will affect and how.
- State any resources required and who will undertake any work needed.
- Name/description of each item
- Include a budget, this may include:
 - Itemised cost
 - Number of units
 - Total cost of proposal
 - On-going consumables
- Link to purchases

Some other considerations you may wish to discuss:

- Where will it be stored/installed?
- If this replaces existing equipment, what will happen to the old?
- Risk assessments
- Inductions process if required
- How will it be funded? Fully funded, part funded, crowd funded, etc.

Membership Approval

Once the subgroup team has developed a proposal it should be written up onto the forum under the relevant group heading. Proposal development discussion should take place on a separate thread to the final proposal submission/approval.

The board and general members can show their support for the proposal on the final thread, this helps us keep a record of proof that purchases were in the interest of the space and the membership. All proposals require a defined amount of support before they become approved. That amount varies with cost and can be seen in the next section. After approval, all purchases should be made within 90 days unless otherwise agreed. After this time, the proposal must be run again.

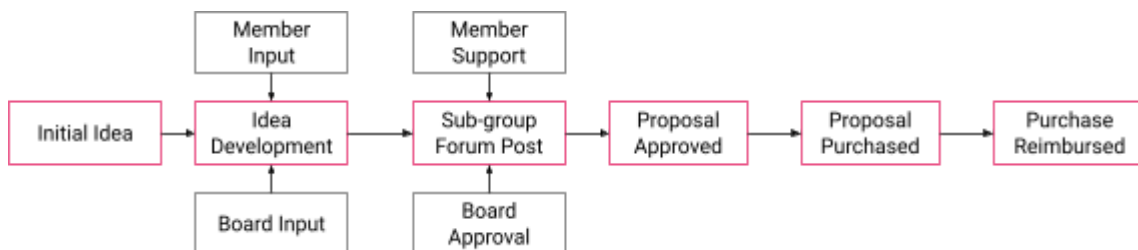
The board will consider at least the following before approval of any proposals:

- Health and safety/risk assessments
- Financial viability
- Compliance with legal duties
- Effects on membership
- Impact on the physical space.

Proposal bands

Purchase proposals are grouped by price, with each band having a different number of independent supporting members/board members to be approved.

- Micro Proposal <£50 - 2 general members and 2 directors
- Small Proposal < £150 - 5 general members and 2 directors
- Medium Proposal < £500 - 10 general members and strict majority of board members
- Large Proposal > £500 - consult the board before gathering membership support, a strict board majority must be achieved. Large proposals can only be approved at members meetings with majority support from the members present. Proxy votes can be used.



Reimbursement

Email info@hacman.org.uk with your receipt and expect repayment within 30 days. In circumstances where the member does not have sufficient funds to make the purchase themselves, they should make a request for purchase via info@hacman.org.uk.