Operation Smile Ireland
Procurement Policy
Version 1.0

Purpose: To ensure transparent, ethical and value-for-money procurement for Operation Smile Ireland.

Scope

Applies to all goods and services purchased by Operation Smile Ireland regardless of funding source.

Two Signatory Requirement

All purchases and payments require two authorized signatories. Where this may include Credit Card purchases, 2 approvals are still required.

Country Director Authority

The Country Director may approve purchases and payments up to €27,000. Amounts above €27,000 require additional authorized regional/international approval. This approval should first come from the Chairperson, Finance Director, or another Board of Director.

Procurement Thresholds

Up to €2,500 direct purchase. Above €2,500 requires three written quotations.

Documentation

All procurement records must be retained.

Value	Approval	Signatories
Up to €27,000	Country Director	2
Above €27,000	Country Director + Regional/International Approver	2