

Lead topic: Elections	Sub-topic: RO Procurement requirement	Contact: Linda Smith Ext: 5840
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FAST FACTS

- **Returning Officers have been required, in submitting their accounts, to confirm that that they have complied with Public Procurement Guidelines where appropriate.**
- **The most recent Charges Order has an Appendix with Guidance on value for money and procurement for Returning Officers in relation to Electoral Expenditure.**
- **There is an implicit acknowledgement that not all election related expenditure can be planned in advance but where known in advance goods and services should be procured in accordance with public procurement principles.**
- **The guidance contains a standard type statement that any form of personal interest must be disclosed by the person concerned and the procurement decision taken by an impartial member of staff.**

Q&A'S

- **Are you satisfied that all goods and services related to elections are procured in accordance with public procurement principles?**
 - The Charges Order sets out the obligations to be followed by Returning Officers when procuring goods and services in connection with an election.
 - Returning Officers have to supply detailed accounts of their expenditure to the Department of Finance within six months of each election event backed up with the appropriate documents for all except trivial expenditure (anything over €20).
 - All leases for storage of election equipment have to be approved by the Department of the Environment, Community and Local Government before payments on foot of these leases can be sought from the Central Fund by the Department of Public Expenditure and Reform.
 - Returning Officers in some cases have to arrange elections, particularly bye-elections at short notice and allowance has to be made for the limited time available.