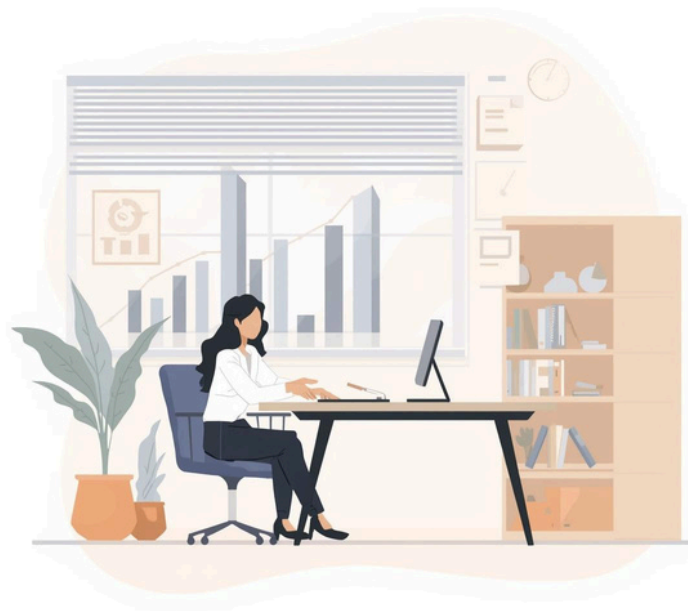


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Use an approved supplier list and undertake due diligence checks

Why?

Due Diligence

- Vet suppliers for financial stability.
- Check company registration/Sole trader evidence, VAT number (if applicable), references and insurance, where possible

Risk Reduction

- Use frameworks such as Crown Commercial Service where possible.
- Record due diligence checks (new supplier forms) in the contract management file.

Useful Resources

- DfE – Procurement advice
- CCS – Frameworks

Benefit

Using approved supplier lists and conducting thorough due diligence checks significantly reduces the risk of delivery failures, fraud, and reputational harm for schools and academy trusts. By verifying suppliers' you ensure that only reliable and ethical providers are engaged. Maintaining documented checks in the contract management file also creates a clear audit trail.