Purchasing mandate — scope, cap, review, withdrawal

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Draft submitted for signature · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. *A mandate is a written authority by which the company allows the agent to act in its name within limits it sets: what it may do, up to how much, until when, and how the company takes it back.* **It is not a request for trust: it is the same document as the one signed for a buyer.**

The scope — four cumulative bounds

Bound	Content	What happens outside it
Supplier	**The three approved suppliers, named**	**Nothing goes out, the file is escalated**
Item	**Contract catalogue only**	Escalated, with the out-of-catalogue part number flagged

Bound	Content	What happens outside it
Price	**The price on the negotiated list**	**Any price difference blocks the order and is visible**
Attachment	**A call-out file already open**	No orphan order is possible

The caps, and what they actually cover

Cap	Value proposed	Coverage measured over 12 months
Per order	**€400**	**87 % of orders**
Per week	€6,000	No week in the last 12 months exceeded that amount under €400
Per day	30 orders	The observed peak is 34, the day after a bank holiday
Cautious variant	**€200 per order**	**61 % of orders — can be raised on 30 September**

The 13 % of orders above €400 keep waiting for approval, and that is deliberate: they are the compressors and the complete units. **A cap that covered 100 % of cases would no longer be a cap.**

The date and the withdrawal

Clause	Content	Why it is there
Duration	**From 1 September to 31 December**	**A mandate with no end date is not a mandate**
Review	**30 September, figures in hand**	Four figures: orders under mandate, amount, escalations, discrepancies
Withdrawal	**One message, effect within the minute, no reason required**	**A mandate you cannot withdraw without justifying yourself is not one**

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Clause	Content	Why it is there
After withdrawal	Orders already placed stay viewable	Time, amount, file, mandate line

What stays outside the mandate, in black and white

Exclusion	Reason
Supplier not approved	Approving a supplier is a commercial decision
Part outside the contract catalogue	Price and terms not negotiated
Price above the list	An overrun is discussed, not executed
Order with no open file	Nothing should exist without an attachment
Any negotiation	**A price is discussed between two people**

> **The mandate does not remove the human gesture: it moves it upstream and puts it in writing.** One signature covering a named scope replaces twenty-eight approvals given one by one every morning — and everything outside the bounds still waits for a person.

For the owner to set

Cap per order chosen: €_____ · signed on _____ by _____

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