

BUYING GUIDE · PRACTICE MANAGERS

The 12-month procurement planner

Plan the year's buying around flu season, financial year end and equipment servicing, so nothing becomes a last-minute rush.

Month	Plan and buy	Your notes
April	New financial year: set budgets for each cost centre and review last year's spend	
May	Review supplier prices and consolidate where you can	
June	Book equipment servicing and calibration; check the asset register	
July	Plan flu and seasonal vaccination clinics: consumables, fridge space, sharps bins	
August	Order flu clinic supplies early: plasters, gloves, sharps bins, cotton wool	
September	Flu clinics begin: check stock levels weekly	
October	Winter readiness: hand hygiene, PPE and cleaning stock	
November	Order for the Christmas closure so you are covered through the holidays	
December	Count stock before the break; check delivery dates around bank holidays	
January	Mid-year budget review; restock after winter pressures	
February	Plan any equipment replacement before year end	
March	Year end: use any remaining budget wisely and record what you spent	

— Every month

- ☐ Check expiry dates and rotate stock
- ☐ Review spend against budget
- ☐ Check fridge logs and emergency kit logs are complete

- ☐ Order from one supplier where possible to cut invoice admin

Top tip

Medical Supermarket accounts include budget controls and spend reports, so you can see spend by site or by person at any time.

Stock up in one order

Order by 4pm for next-day delivery. One account, one invoice.

[Open a free account →](#)

[Group purchasing →](#)

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