**Aanpassing aan die finansiële beleid**

Neem asseblief kennis dat die Finansiële beleid gewysig het. Die beleid is beskikbaar by <http://admin.sun.ac.za/admin/Finance/new/finbeleid.htm> Die volgende beleide het gewysig:

2.28 Voorskotte – Voorskotte bo R50 000 moet goedgekeur word deur die Direkteur Finansiële Dienste.

4.8 Die beleid en prosedure met betrekking tot selfone en datakaarte – In terme van die bepaling van die maandelikse toelaag.

5.1 Onafhanklike kontrakteurs en werkloosheidswetgewing – In terme van Korporatiewe entiteite en Arbeidsmakelaars.

9 Aankoop- en Tenderbeleid en -prosedure

 9.1. BBBEE, Omgewingsverklaring en Arbeidspraktyke – BBBEE moet een van die evalueringskriteria wees vir alle tenders (binnelandse aankope) met die toepaslike gewig soos aangetoon. Vir alle tenders bo R1 000 000 moet die tenderaars ook ŉ omgewingsverklaring en arbeidspraktyke verklaring indien9.2 Aankope snypunte vir kwotasies en tenders – Die afsnypunt vir tenders verhoog van R150 000 na R250 000. Die hantering van onthaal, verblyf en aanbieding van konferensies wysig in terme van die aankope snypunte.

 9.3.3 Kwotasies – Verseëlde kwotasie moet deur Afdeling Aankope en Voorsieningsdienste ingewin word.

 9.3.14 Kwotasies – Die bevestiging van kwotasies

 9.4.3 Reglement van die Tenderkomitee – Die samestelling van die Tenderkomitee

 9.4.5.5 Prosedure by die oopmaak van die tenders en tenders – Die bekendmaking van inligting

 9.4.15.5 Dringende take – Goedkeuring van dringende take

Enige navrae kan gerig word aan Riaan Basson, Aankope en Voorsieningsdienste by pcb@sun.ac.za of per telefoon by 021-808 4500.

**Amendment to the financial policy**

Please note that section of the financial policy have been amended. The policy is available at <http://admin.sun.ac.za/admin/Finance/new/finpolicy.htm> The following policies were amended:

2.28 Advances – Advances in excess of R50 000.00 must be approved by the Director Financial Services.

4.8 The policy and procedure in terms of cellular telephones and data cards - In terms of the determination of the monthly allowance.

5.1 Independent contractors and unemployment legislation – In terms of corporate entities and Labour Brokers

9. Purchasing and Tender policy and procedure

 9.1 BBBEE, Environmental Statement and Labour Practices – BBBEE must be one of the evaluation criteria for all tenders when purchasing domestically. Weighting as indicated in the policy must be applied. An Environmental Declaration and Labour Practices Declaration must be completed and handed in with all tenders in excess of R1 000 000.00 Purchasing thresholds for quotations and tenders – The threshold for tenders is increased from R150 000 to R250 000. The threshold for functions, subsistence and conferences changes in terms of the threshold for normal purchases.

 9.3.3 Quotations – All sealed quotations must be obtained by the Division for Purchasing and Supply Services

 9.3.14 Quotations – The confirmation of quotations

 9.4.3 Regulations of the Tender Committee – The composition of the Tender Committee

 9.4.5.5 Procedures with the opening of the tender box and tenders – The provision of information

 9.4.15.5 Urgent matters – The approval of urgent matters

Any queries can be referred to Riaan Basson, Purchasing and Provision Services at pcb@sun.ac.za or via telephone at 021-808 4500.