

2.12

OBTAINING GOODS AND SERVICES

Policy Number: 034A/06/04

Scope: The policy contains general information on obtaining goods and services, the functions of the Purchasing and Provision Services Division and keying in requisitions on SU's financial system.

Policy:

DIRECTLY FROM SUPPLIERS

- Control over the availability of funds is the responsibility of each researcher, chairperson or head of department/executive head/discipline head and is also tested by the computer when an order is entered.
- Only people with prior authorisation in the departments/divisions may approve requisitions.
- Any purchases from a creditor (company) by the University must be done on computer with an official University order. Ensure in advance that the items are not in stock.
- No payment may be made without an official order number. Invoices that are received without an official order number will not be paid.
- VAT may only be claimed back on original invoices.
- All purchase requisitions that are entered by means of the program EAS500P are processed by the Purchasing and Provision Services Division and the order number is then posted, faxed or sent by e-mail to the company concerned.
- All service, rental, maintenance and other contracts must be signed by the Executive Director: Finance or his delegate.
- For further details about the utilisation of contracts, e.g. for chemicals and stationery, contact: Purchasing and Provision Services Division, tel. no. 808-4500.
- Purchases of microcomputers, software and related equipment take place in consultation with the Director: Information Technology.
- Purchases of audiovisual apparatus must take place in consultation with the Purchasing and Provision Services Division.
- Purchases of asset items may only take place if there is a budget number for the specific item.

WITHDRAWAL OF STOCK

- Requests for supplies from the relevant store take place on computer using a supplies requisition with program EAS501P (Processing of supplies requisitions).

INTERNATIONAL ORDERS

- For the purchase of more expensive equipment from overseas or from SA agents, quotations and tender prices must be obtained via the Purchasing and Provision Services Division.
- Regarding asset/capital items, the procedures mentioned under point 1 must be followed.
- All foreign purchases are entered by means of program EAS199P – Foreign requisitions.

FUNCTIONS OF THE PURCHASING AND PROVISION SERVICES DIVISION

- Negotiations and liaison with companies regarding purchases, tender and contracts for the above
- All overseas purchases – quotations, contracts and orders
- Handle customs and excise taxes, import permits, forward cover with regard to changing exchange rates, etc. for foreign purchases

- Advise staff on SU purchases and gifts for long-service awards
- Coordinate outside printing according to prescribed guidelines
- Coordinate the conclusion and signing of all purchase, maintenance and service contracts
- Check that the general budgetary guidelines set out under point 1 are applied
- Print and dispatch official order forms to companies
- Pursue outstanding orders and liaise with Creditors Division to ensure that the correct prices are paid
- Negotiate with companies should differences occur in prices and product specifications
- Provide warehousing services with regard to stock items

ASSISTANCE WITH ENTERING REQUISITIONS

- Departments/divisions must request the relevant requisition for each order/purchase via computer.
- It is important that the requisition be filled in completely and correctly in order to ensure its rapid processing and the placing of the order. One of the following requisitions should be used:

Maintenance – Purchase requisition (program EAS500P)

External orders: If orders have been delivered/received, an acknowledgement of receipt must be done on computer by means of program EAS900P (Goods received).

Maintenance – Stock requisition (program EAS501P)

Order for supplies (e.g. stationery) from the relevant store.

Maintenance – Interdepartmental requisition (program EAS505P)

Departmental requisition for provision of services by internal divisions, e.g. IT, Maintenance, SU Printers, etc.

Maintenance Vehicle bookings (program EVP213P)

To book vehicles from the Vehicle Pool.

Contact Division:

Purchasing and Provision Services