

**POLICY: PROCUREMENT PROCEDURE POLICY**

**POLICY REF. NO. P1/08/2008 (Rev No. 0)**

**DATE: 6 AUGUST 2008**

**PROCUREMENT PROCEDURE POLICY**

Purchases of R2 000.00 and more must have a minimum of 3 quotes to substantiate amount. After evaluating quotes the **most suitable** option should be chosen. (Motivation to be attached to quote).

All items purchased must have been budgeted for, if not, then approval must be obtained within the following price limits:

Up to	R4 000.00	- Headmaster to authorise
R4 000.00 to	R8 000.00	- Headmaster in consultation with Treasurer Governing Body
R8 000.00 plus		- Governing Body written approval

Invoicing must always be checked against goods received, signed and dated. If goods cannot be checked by the person receiving them the delivery note must be endorsed with "Goods not checked" next to recipient's signature.

Goods purchased which constitute inventory items must be brought to the attention of the Master in charge of the School Inventory lists.

When submitting invoice for payment all above documentation (see \*) must be attached to invoice. Invoices must be dated and signed (as received and correct) by the person responsible for the ordering of the item.

**\* Documentation to be submitted for payment:**

All quotes and motivation for chosen quote

Delivery note (if applicable, signed and dated by a member of staff in receipt of item)

Invoice (duly signed and dated as received by the person responsible for ordering item)

**SIGNED:**

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Chairman RBPS Governing Body