



PROCUREMENT POLICY

PROCEDURE FOR THE PROCUREMENT OF STOCK AND / OR SERVICES

DETERMINING OF NEEDS

It is the responsibility of the principal in cooperation with the staff and non-academic staff to determine the school's needs. The school management together with the staff should make the final decision regarding the purchase of goods.

ORDERING OF GOODS

The principal is responsible for the placement of LSM, services, stock, etc.

The principal should report to the Management on the goods that were purchased during Management meetings. If it is impossible for the principal to do the ordering, the Management should give permission in writing for the orders.

The person to whom the responsibility has been delegated should then use an order letter (signed by the principal) as approved by the Management, to place the order. It should contain the following:

- an order number and date
- the name and address of the supplier
- the name of the school (delivery address)
- a description of the item
- the quantity of the items that are needed
- the amount, if available
- signature of the person who grants authority

PLACING OF ORDERS

The principal places all orders. The principal should inform the Management at the monthly meeting regarding the orders for the past month.



RECEIPT OF GOODS AND SERVICES

Ordered goods may not be received unless the order corresponds with the official order.

All goods should be checked by the principal regarding quality, quantity and price.

The principal should certify the delivery note or invoice by signing it and placing the school's stamp on it.

The certification confirms that:

- the correct quantity of goods have been received in good condition
- the price on the invoice corresponds with the quoted price
- that the prices are reasonable and the supplier is entitled to it.

PAYMENTS

The principal should ensure that the supplier is paid on time and that the following documentation regarding all purchases is filed for audit purposes:

- the cheque which has been stamped by the bank
- electronic funds transfer
- the invoice and the delivery note

NB. There should be regular communication by means of reporting between the principal and the Management regarding orders.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

