PROCUREMENT POLICY

LAER VOLKSKOOL HEIDELBERG

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1. PROCUREMENT POLICY

2. EFFECTIVE DATE	**30/01/2022**	**3. DATE OF NEXT REVIEW**	**30/01/2023**
4. REVISION HISTORY	*		
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	*		

5. PREAMBLE

The procurement of learning support material is the responsibility of the principal in cooperation with the governing body of the school.

6. FUNDING FOR THE PROCUREMENT OF STOCK

The stock or learning support material (LSM) that is ordered should be funded from the norms and standards that are given to the school by the Education Department.

7. PROCEDURE FORTHE PURCHASE OF STOCK

As this is an article 21 school, all services and LSM should be paid by the school. The norms and standards should be done as a transfer payment.

These payments are meant for:

- maintenance and improvement of school property, buildings and grounds occupied by the school
- purchase of textbooks, educational material and/or equipment for the school, and to pay for services rendered to the school.

8. 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 governing body together with the staff should make the final decision regarding the purchase of goods.

9. PLACING OF ORDERS

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

10. PROCUREMENT (PURCHASES) AND PAYMENTS

- All payments made by the school, except petty cash reimbursement, should be made with an EFT payment.
- No money held for receipts may be used to make payments.
- Where it is not practical to pay supplier by EFT (e.g. when buying postal stamps) such purchase should be paid for using the petty cash.
- Goods are to be ordered in accordance to the approved budget.
- Three quotations should be sourced from different suppliers with the best quote accepted.
- When goods are delivered the delivery note is to be checked against the invoice
- The payment vouchers are to be authorized by all signatories with all the supporting documents attached.
- There must be three signatories to the school bank account, and they will include the finance officer and the principal.
- Only EFT payments are allowed as from 01 January 2021.
- Payments should he made only when supported by properly authorized payment vouchers.
- Only the School Governing Body may authorize payments in excess of R10 000 for any item, including items in the budget.
- Payments should not be made for items not included in the budget or where the budget will be exceeded unless prior approval of the governing body has been obtained.
- Requests for payments must be add on a properly completed EFT requisition.
- The requisition form will be approved only if accompanied by authorization to purchase (where possible, in the form of an order form) and a detailed invoice, signed as evidence of the receipt of goods or services being paid for.
- The Principal and Financial Officer and bursar should check the invoice details prior to approving the EFT requisition form for the payments of good services.
- Quotations must be considered and approved by the school governing body or an appropriately constituted sub-committee of the governing body at a meeting specially convened for this purpose.
- A short list of possible suppliers should be compiled and appropriate enquiries made regarding their ability to provide the goods or services required.
- Unless valid reasons or concerns exist especially in terms of quality services delivery, the lowest quotation should be accepted.
- As per directive of the Head of Department, the signatories will be the Chairperson; the Treasurer and the Principal.
- All payment vouchers, EFT requisitions, bank statements and paid proof of payments should be properly filed for audit and reference purposes.
- EFT requisitions and payment vouchers should be filed in sequence according to EFT transaction numbers, together with their respective proof of payment.
- Order forms should be printed in triplicate and be pre-numbered.
- Order books should be recorded in the controlled stationery register.

- When order books are required, they must be signed out by the finance officer, principal or any other person authorized by the governing body.
- The school stamp must be affixed on both the original and duplicate copies of the order books.

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

11. 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 has 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.

APPROVAL:

Recommended by: Principal (print name)	Mr. P. Strydom	**Signature:**	
Date:	2023-01-30		
Approved by: SGB Chairperson (Print name)	Mr. C.N. Krugel	**Signature:**	
Date:	2023-01-30		
Verification by GDE: Cluster Manager (Print Name)		**Signature:**	
Date of Verification			
Verification by GDE: Circuit Manager (Print Name)		**Signature:**	
Date of Verification			
Certified by : District Director (Print Name)		**Signature:**	

Date:			