



## CHIVIRIKANI PRIMARY SCHOOL

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# SCHOOL POLICY

## Procurement

**EFFECTIVE DATE:** \_\_\_\_\_

### **REVISION HISTORY:**

As amended on:

11 October 2016

### **INTRODUCTION**

Procurement of Stock and/or Services.

Procurement of Learning Support Material is the Responsibility of the Principal in Co-operation with the Governing Body of the School.

### **FUNDING FOR THE PROCUREMENT OF STOCK**

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

### **PROCEDURE FOR THE PURCHASE OF STOCK**

As this is an Article 21 school, all services and LSM should be paid by the school. 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.

## **ESTABLISHMENT OF REQUIREMENTS**

- It is the responsibility of the principal in cooperation with the staff and non-academic staff to determine the school's requirements.
- The Governing Body 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 Governing Body on the goods that were purchased during Governing Body meetings. If it is impossible for the principal to do the ordering, the Governing Body should give permission in writing for someone else to do the ordering.
- The person to whom the responsibility has been delegated should then use an order letter (signed by the principal) as approved by the Governing Body, 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.
  - The amount, if available.
  - Signature of the person who grants authority.

**NB. Only the principal or his or her official delegate may sign orders.**

- When goods are purchased, the following should be kept in mind:
  - The purchase of the best item at the best price should be aimed at.
  - For the purchase of goods to the value of up to R1 500 at least one quotation should be obtained.
  - For the purchase of goods to the value of between R1 500 and R7 500 at least three quotations should be obtained.
  - Contracts should be kept as simple as possible.

## **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.

## **RECEIPT OF GOODS AND SERVICES**

- Ordered goods may not be accepted 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 paid cheque which has been stamped by the bank.
  - the invoice and the delivery note.
  - a letter to the Education Department in which the purchase has been explained.

**NB. There should be regular reports from the principal to the School Governing Body regarding orders.**

