

QUALITY MANAGEMENT SYSTEM

B.2-1

TITLE: SOP: PROCUREMENT, MANAGEMENT AND USE OF PHYSICAL RESOURCES

COMPILED / REVIEWED BY	AUTHORISED BY
M PAYNE BESTUUR / MANAGEMENT	PROF CJP NIEMANDT BESTUUR / MANAGEMENT

Title: CHIEF FINANCIAL OFFICER	Title: RECTOR
---------------------------------------	----------------------

Date: 14 June 2024	Date: 27 June 2024
---------------------------	---------------------------

	
Signatures	

Revision Record

			Date
Previous Version Nr.	3	Last Review	4 June 2018
New Nr.	4	Approved for issue	27 June 2024

Index of Contents

Description	Page Nr
Title Page	I
Revision Record Sheet	I
Index of Contents	2
I. Procurement, Management and Use of Physical Resources	3

I. PROCEDURES

I.1 PROCUREMENT OF STATIONARY, CLEANING MATERIALS AND CONSUMABLES.

- I.1.1 Supervisors/ managers must submit a service request on the Sharepoint system.
- I.1.2 Service requests will then be processed by the relevant person/manager depends on the request. Maintenance Supervisor to received service request for services/maintenance and purchasing of items (stationary, consumables and cleaning materials) will be received by the Bookkeeper.
- I.1.3 The Maintenance Supervisor will assess requests and complete an order to submit to existing suppliers for any materials and or external service providers. Routine maintenance purchases under an amount approved from time-to-time by the Chief Financial Officer do not need further approval. These orders will then be matched to the relevant invoices from suppliers by the bookkeeper and reconciliation signed off by the Chief Financial Officer before payment.
- I.1.4 The Bookkeeper will assess service requests for Stationary, cleaning materials, consumables and other. Depending on the relevant request the bookkeeper will arrange the purchases of items or request quotes for approval by the Chief Financial Officer.
- I.1.5 In the case of once off purchases at least two quotations from suppliers needs to accompany the service request and the purchase needs the approval of the Chief Financial Officer.

I.2 PROCUREMENT OF LIBRARY BOOKS, TOOLS AND EQUIPMENT

- I.2.1 As part of the annual budgetary process all departments, including residential facilities, must determine which tools and other pieces of equipment need to be replaced or what new tools and equipment are needed. An application for the replacement of worn-out tools and equipment or the acquirement of new tools and equipment should be made to the Chief Financial Officer for inclusion in the budget. The replacement of motor vehicles, tractors and vehicles are included in this process.
- I.2.2 Academic departments must annually provide the librarian with a list of titles of journals and books to be included in the budget.
- I.2.3 Once the budgets are approved the Chief Financial Officer will determine when purchases may occur taking into account the cash flow planning of the College.

- I.2.5 At least two quotes from respective dealers must be provided to the Chief Financial Officer and/or Rector who must approve all purchases of tools, equipment, new library books as well as the subscription to journals.

I.3 MANAGEMENT OF CLEANING MATERIALS, STATIONARY, MATERIALS FOR THE MAINTENANCE OF THE BUILDINGS AND GARDENS AS WELL AS TOOLS AND EQUIPMENT

- I.3.1 All cleaning materials, stationery, materials for the maintenance of buildings and the gardens should at all times be locked away in the different store rooms.
- I.3.2 Stationery supplies are kept and managed by the Bookkeeper in the Finance offices. When staff members need stationery they must order it through the normal service request on SharePoint.
- I.3.3 Tools and materials needed for the maintenance of buildings are kept in the workroom and the general handyman is responsible for the keys.
- I.3.4 Tools and materials needed for the maintenance of the grounds and gardens are kept in the outside store room and the gardener is responsible for the keys.
- I.3.5 Cleaning materials are kept in the store-room in the main building and the Supervisor: Facilities is appointed to accept responsibility for the supplies and the keys.
- I.3.6 Library books and journals are kept in the library and recorded in the catalogue of the electronic library system. The College as a separate library policy and rules for the loaning of books and items from the resource centre.

I.4 ASSET MANAGEMENT AND INSURANCE

- I.4.1 The Chief Financial Officer is responsible for the management of all assets and should record all new acquisitions in the inventory.
- I.4.2 The librarian is responsible to record all new library acquisitions on the library management system.
- I.4.3 The Chief Financial Officer is responsible for all matters regarding the insuring of assets and the registering and management of insurance claims.