

UNIVERSITY OF SAINT JOSEPH MBARARA (USJM)



PROCUREMENT POLICY

January 2023

FOREWORD

The Procurement Policy is part of the University of Saint Joseph Mbarara (USJM) overall financial policy. It gives a systematic guide to management of the procurement processes while maintaining adequate controls.

The main objective of the procurement policy is to ensure that USJM gets value for money in all expenditures and in accordance with the approved budgets. It also helps to eliminate misappropriation of funds.

The procurement guidelines spelt out in this policy aim at ensuring compliance in obtaining goods and services required in execution the functions of USJM. This ought to be achieved while delivering on the University's strategic objectives, of the appropriate quality and at the most advantageous terms.

The policies and procedures in this document should be read and understood in line with USJM's financial policy while considering the legal framework in Uganda.

VICE CHANCELLOR

University of Saint Joseph Mbarara

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1.0 INTRODUCTION

The Archdiocese of Mbarara (AoM) started a university as part of its mission and mandate to establish educational institutions of different levels to share in the salvific ministry of Christ by being the salt and light to the world. The founders coined the name: University of Saint Joseph Mbarara (USJM), for the university from St. Joseph, foster father to Jesus and the patron Saint of the pioneer St. Joseph Technical School, whose tradition of hard workmanship and community responsive education, USJM is to uphold.

The personal qualities and values of St. Joseph, the worker, such as integrity, hardworking, commitment, are behind this tradition, and the University will uphold them. USJM aims at total orientation and focus on tertiary education that meets community needs and engineers' socioeconomic transformation. It delivers relevant, affordable, high quality, inclusive and community-responsive university education. The University of Saint Joseph Mbarara derives its vision and mission from the Christian understanding of the integral growth of a person.

- i. **Vision:** A leading center for integrated community responsive university education.
- ii. **Mission:** To provide holistic education for sustainable development.
- iii. **Motto:** Foster Excellence and Integrity (*Praestantia et Integritate Foveat*)
- iv. **Slogan:** For and With the Community
- v. **Philosophy:** Community-Responsive and Engaged university education
- vi. **Core Values**
 - a. God fearing,
 - b. Integrity,
 - c. Excellence,
 - d. Accountability,
 - e. Community responsiveness
- vii. **Objectives:**
 - a. To provide relevant university education.
 - b. To promote research and innovation among stakeholders.
 - c. To nurture citizens of integrity and sense of common good.
 - d. To nurture students with demand-oriented skills.
 - e. To promote best practices in institutional governance.
 - f. To promote pastoral mission of the church

It is USJM commitment to encourage the development of each individual through education at all levels, stressing in particular the creation/promotion of an environment where intellectual and moral values are priorities. Since the person is at the center of all growth and development, both at individual and societal levels, all members of the community respect each other in an attempt to create an environment of openness and trust. The University is committed to promoting justice, respect, solidarity, human rights, equality, and environmental protection, both in its own community and society in general.

1.1 OBJECTIVES

- 1.1.** The University's strategic objectives will be supported by the following specific procurement objectives. The University will:
- (i) Identify and disseminate information and advice on good procurement practices.
 - (ii) Promote equality in the procurement of goods, services and works.
 - (iii) Deliver value to community by encouraging the participation of small and medium enterprises in procurement exercises as per university Motto: *Foster Excellence and Integrity*
 - (iv) Improve the training and skills of those involved in procurement.
 - (v) Promote the use of e-procurement to minimize transaction costs and improve efficiency.
- 1.2.** This policy governs all University procurement related activity and outlines the commercial approach and strategy adapted by the University of Saint Joseph Mbarara to manage the acquisition of goods and services from vendors, contractors and suppliers.
- 1.3.** The Procurement Policy is part of the University Financial Regulations and as such is integral to the business processes of the University. It is important that the policy is understood and adhered to so that the University can deliver significant efficiencies and savings.

2.0 SCOPE

The University's Procurement Policy applies to all staff members who are responsible for or involved in the procurement activities related to the following:

- Capital and operating expenditure.
- Internal and external funding (including Research funds)
- Purchased and leased acquisitions.
- Procurement of goods and services conducted in an open environment.
- All purchasing activities coordinated by the University.

3.0 PROCUREMENT PRINCIPLES

3.1. This policy must be considered in conjunction with other relevant University policies, procedures and guidelines. In addition, all procurement activities must align and be consistent to the University Vision, Mission and core values.

3.2. It is also to ensure that ethical, robust, transparent and fair procurement activity is carried out effectively and efficiently across the university.

3.3 To ensure that procurement practices comply with relevant statutory and legal requirements to avoid the University being subject to any legal actions or judicial review proceedings.

4.0 PRINCIPLES OF VALUE FOR MONEY (VFM)

4.1 The University has a duty of care to ensure all her funds are managed correctly and that value for money for all purchases is sought. To do so, it must ensure the best use of the resources available in order to achieve the desired output and maximize the benefit achieved from that output.

4.2 Objectives of VFM

- i) To appraise the institution's operational effectiveness and increase the efficiency and effectiveness of USJM systems and processes that seek to fulfill the university's strategic plan and objectives.
- ii) To embed efficiency and effectiveness, maintaining costs at affordable levels throughout the institution.

4.3 Responsibilities

The responsibility for VFM lies with all members of staff of the University and is not restricted to those with resource or financial responsibilities and include:

- i) The University Governing Council is required to satisfy itself that VFM is being sought and achieved from the use of university funds.
- ii) The Audit, Monitoring and Evaluation Committee is required to satisfy itself that adequate arrangements are in place to promote economy, efficiency and effectiveness. The Committee is required to relay its view on the arrangements to the University Council in its annual report.
- iii) Heads of Departments have the responsibility to maintain an awareness of good practices in their own area of operation and to ensure that these are followed.
- iv) All staff should endeavor to seek and achieve VFM in all activities and to bring to management's attention any opportunities for improvement.

4.4 Quality Assurance

Quality assurance means managing business processes in such a way that both the supplier and the customer are satisfied with the quality and consistency of the goods or services being produced or provided. All practical measures must be utilized to ensure that quality assurance is achieved through the procurement process.

4.5 Conflict of interest

- a) A conflict of interest may arise where an employee or contractor with a role of determining the outcome of procurement or contracting decision may be influenced in their judgment by some form of connected relationship.
- b) The influence may be real or perceived, direct or indirect, positive or negative. For example;
 - i) The employee may financially benefit from a transaction or is a shareholder in a company vying for university business.
 - ii) The employees' family or friends will directly benefit from a transaction they are involved in.

- iii) The employee has a personal disagreement with a person(s) working for a contractor and may exhibit bias against them.
- iv) Employees must at all times exhibit a strong commitment to the values of honesty and integrity in carrying out commercial dealings on behalf of the university and comply fully with the university policy.
- v) University employees must promptly disclose in writing all actual or potential conflicts to a designated university official as actual or potential conflicts of interest arise or are identified.
- vi) Similarly, the designated official must disclose in writing all actual or potential conflicts to the Vice Chancellor. If found to be significant, the conflicts must be eliminated or managed after the advice from the Vice Chancellor.
- vii) This policy prohibits the university employees from soliciting, negotiating, renegotiating, approving or otherwise representing the university or supplier affiliated with the university employee in the transaction.
- viii) The university may not enter into contract with any supplier affiliated to the university employee without first disclosing such information to the Vice Chancellor.

4.6 Risk Management

All procurement activities must identify and consider all relevant risks associated with that activity. For expenditures, a thorough risk assessment must be carried out, documented and retained together with other details of the procurement activity.

All procurement actions must consider legal risks. Only purchase order terms or contract terms reviewed and approved by relevant authority must be used OR acceptance of the supplier or contractor terms and conditions may only be done with prior review and approval of the committee.

5.0 PROCUREMENT AND DISPOSAL UNIT

USJM shall establish a Procurement and Disposal Unit responsible for the execution of the procurement and disposal function.

5.1 Composition of a procuring and disposing entity

The procuring and disposing entity shall be composed of:

- i) The Accounting Officer;
- ii) a Contracts committee;
- iii) a Procurement and Disposal Unit;
- iv) a user department; and
- v) Evaluation committee.

5.2 Functions of a Procurement and Disposal Unit

A Procurement and Disposal Unit shall -

- (i) Manage all procurement or disposal activities of the procuring and disposing entity except adjudication and the award of contracts;
- (ii) support the functioning of the Contracts Committee;
- (iii) implement the decisions of the Contracts Committee;
- (iv) act as a secretariat to the Contracts Committee;
- (v) plan the procurement and disposal activities of the procuring and disposing entity;
- (vi) recommend procurement and disposal procedures;
- (vii) check and prepare statements of requirements;
- (viii) prepare bid documents;
- (ix) prepare advertisements of bid opportunities;
- (x) issue bidding documents;
- (xi) maintain a providers list;
- (xii) prepare contract documents;
- (xiii) issue approved contract documents;
- (xiv) maintain and archive records of the procurement and disposal process;
- (xv) prepare monthly reports for the Contracts Committee;
- (xvi) co-ordinate the procurement and disposal activities of all the departments of the procuring and disposing entity; and
- (xvii) Prepare any other such reports as may be required from time to time.

5.3 Powers of a Procurement and Disposal Unit

A Procurement and Disposal Unit shall have the powers to—

- (a) Recommend the composition of the evaluation and negotiation committees, for the approval of the Contracts Committee;
- (b) Contract independent advice as may be necessary in the discharge of its functions;
- (c) Manage bid proposals and pre-qualification submissions and make recommendations on them to the Contracts Committee;
- (d) Provide bid clarifications; and
- (e) Receive bids.

6.0 THE ACCOUNTING OFFICER

The Accounting Officer shall have overall responsibility for the execution of the procurement and disposal process in the University and in particular, shall be responsible for:

- i) Establishing a Contracts Committee in accordance with this manual;
- ii) Appointing the members of a Contracts Committee;
- iii) Establishing a Procurement and Disposal Unit;
- iv) Advertising bid opportunities;
- v) Communicating award decisions;
- vi) Certifying the availability of funds to support the procurement or disposal activities;

- vii) Signing contracts for procurement or disposal activities on behalf of the university;
and
- viii) Investigating complaints by providers.

Notwithstanding subsection (vii) above, an Accounting Officer shall not sign a contract before a procurement is approved by the Contracts Committee except where due to an emergency situation, or the Contracts Committee cannot meet to approve the procurement.

6.1 Budget approvals

Approval for a purchase requirement must be budgeted for prior to the commitment to purchase. No one is authorized to commit the University without first ensuring there are sufficient funds to meet the purchase. This practice applies to all purchases regardless of the source of funding. In addition, only bona fide expenditure, as outlined in the financial procedures, may be authorized from university funds.

The University requires all budget centers, irrespective of the source of funds, to obtain goods, services and works that meet the most economically advantageous criteria consistent with quality and delivery requirements and in accordance with sound business practice. Factors to be considered in determining most economically advantageous are noted in the procurement procedures, and it should be noted that "most economically advantageous" does not necessarily mean "lowest price".

7.0 RESPONSIBILITIES OF PROCUREMENT MANAGER

- i) Ensuring that the University's Procurement Policy and procedures are known and observed by all who are involved in purchasing for the University;
- ii) Advising on matters of university procurement policy and practice;
- iii) Advising and assisting faculties and departments where required on specific departmental purchases;
- iv) Establishing appropriate supply arrangements on behalf of university faculties, departments and budget centers to meet their value for money obligations;
- v) Ensuring that the University's procurement activities comply with legislative and regulatory requirements.

7.1 Responsibilities of Deans/Heads of Department

The Deans and Heads of Departments are responsible for procuring the goods and services they require within defined budgets.

Purchasing authority may be delegated to designated budget holders within a department. In exercising this delegated authority, budget holders are required to observe the University's policies and procedures regarding the authorization of expenditure and procurement.

7.2 Functions of the User Department.

The User Department of a Procuring and Disposing Entity shall perform the following functions -

- i) liaise with and assist the Procurement and Disposal Unit throughout the procurement or disposal process to the point of contract placement;

- ii) Initiate procurement and disposal requirements and forward them to the Procurement and Disposal Unit;
- iii) Propose technical specifications to the Procurement and Disposal Unit when necessary;
- iv) Input with technical evaluation of bids received as required by the Procurement and Disposal Unit;
- v) Arrange for payments to providers; and,
- vi) Report any departure from the terms and conditions of an awarded contract to the Procurement and Disposal Unit. The User Department shall prepare a procurement plan based on the approved budget, which shall be submitted to the Procurement and Disposal Unit for implementation when required; and forward details of any required contract amendments to the Procurement and Disposal Unit for action;
 - maintain and archive records of contracts management; and
 - prepare any reports required for submission to the Procurement and Disposal Unit, the Committee or the Accounting Officer.

7.3 Power of the User Department.

In the exercise of its functions a User Department shall—

- i) Initiate procurement and disposal requirements;
- ii) Recommend Statements of Requirements to the Procurement and Disposal Unit;
- iii) Undertake conformity assessments;
- iv) Issue change orders in accordance with the terms and conditions of the contract; and,
- v) Certify invoices for payments to providers.

7.4 Statements of requirements.

A statement of requirements may be in the form of—

- (i) specifications;
- (ii) terms of reference;
- (iii) scope of works;
- (iv) drawings;
- (v) bills of quantities; or,
- (vi) an equivalent of any of the items specified in this subsection, as may be appropriate.

8.0 COMPOSITION OF A CONTRACTS COMMITTEE

1. The Accounting Officer shall nominate members of a Contracts Committee subject to approval by the Finance Planning and Development Committee.
2. A Contracts Committee shall be composed of a minimum of three members.
3. The following officers shall not be eligible for nomination to the University Contracts Committee—
 - a) the Head of the Procurement and Disposal unit;
 - b) the Head of the Finance Department, but not the Head of the Accounts Department, where the positions are held by different officers; and
 - c) the staff of the Department of Internal Audit.

4. The head of the procurement and disposal unit shall attend the meetings of the Contracts Committee to offer clarification on any submissions to be considered by the Contracts Committee.
5. A Contracts Committee may co-opt advisers to assist in the discharge of its functions.
6. Members of the Contracts Committee shall be appointed with regard to their technical competence and skills required for the discharge of the functions of the Contracts Committee.
7. The tenure of the members of the Contracts Committee shall be three years and a member may be re-appointed for only one further term.

8.1 Functions of a Contracts Committee.

A Contracts Committee shall be responsible for:

- i) Award of contracts;
- ii) Approving the Evaluation Committee;
- iii) Approving negotiation teams;
- iv) Approving bidding and contract documents;
- v) Approving procurement and disposal procedures;
- vi) Ensuring that best practices in relation to procurement and disposal are strictly adhered to by the University; and
- vii) Ensuring compliance with this policy.

The Contracts Committee shall make a report in respect of the activities above and submit the report to the University Accounting Officer for approval.

8.2 Powers of a Contracts Committee

A Contracts Committee shall—

(a) authorize—

- (i) The choice of a procurement and disposal procedure;
- (ii) Solicitation documents before issue;
- (iii) Technical, financial or combined evaluation reports;
- (iv) Contract documentation in line with the authorized Evaluation Report;
- (v) Any amendment to an awarded contract;
- (vi) Recommend for the delegation of a procurement or disposal function by the Accounting Officer whenever the necessity arises; and
- (vii) award contracts in accordance with applicable procurement or disposal procedures as the case may be.

9.0 EVALUATION COMMITTEE

1. All evaluations shall be conducted by an Evaluation Committee, which shall report to the Procurement and Disposal Unit.
2. The membership of the Evaluation Committee shall be recommended by Procurement and Disposal Unit, and approved by the Contracts Committee.
3. The number of the members of the Evaluation Committee shall depend on the value and complexity of the procurement requirement, but shall in all cases be a minimum of three members.
4. The members shall possess appropriate experience, depending on the value and complexity of the procurement requirement.
5. Members of the Evaluation Committee may be external to the university, where the required skills or experience are not available within the Procuring and Disposing Entity or where members have a conflict of interest.

10.0 TENDERS

1. A formal tendering procedure shall be initiated for all goods, services and works that are likely to exceed the threshold value unless identified as an exception as per this policy
2. For all tenders, at least 3 suppliers must be invited to tender, ideally more than 3 should be invited whenever this is possible. Exceptionally, where fewer than 3 suppliers are in a position to supply the required goods or services, please liaise with the Procurement Manager for advice.
3. In all cases of formal tender, the advice and assistance of the Procurement Manager, who will manage the tendering process, must be sought. The University's Terms & Conditions of contract will apply to all tenders.
4. The tendering process must be applied consistently and all staff involved with tendering, must be able to verify that during their involvement, the tendering procedure has been adhered to.

11.0 BREACH OF POLICY

1. Failure to comply with the University's procurement policies and procedures may result in the University incurring unnecessary or excessive expenditure. This may result in disciplinary procedures against the individual(s) concerned.
2. Any person involved in the tendering process who has a personal interest in any tender must declare this at the start of the process. Failure to do so could result in disciplinary action. All employees are required to adhere to the requirements of this policy and may be subject to misconduct action if provisions of this policy are breached.
3. Under no circumstances should any member of staff take action to deviate from the stated tendering process, without the express approval of the Financial Officer. Any breach of the procedure must be reported to the Financial Officer and the staff concerned may be subject to disciplinary action.

12.0 THE INVITATION TO TENDER DOCUMENT

Invitations to tender must be issued via Procurement and Disposal Unit. All tender documents will be published, issued and returned to the university.

The Invitation to Tender (ITT) Documents must include:

- (i) the specification and any drawings;
- (ii) the University terms and conditions of tender;
- (iii) any special instructions or additional terms.

12.1 During the Tender Process

During the tendering process, details of tenders must be kept confidential and not be disclosed to anyone outside the University.

13.0 CONTRACT MANAGEMENT AND AWARDS

13.1 Supplier Contracting Guidelines

1. A contract defines the business arrangements and legal obligations between the university and selected suppliers. The university must obtain protection in the contract from the substantive risks associated with the purchase of the goods or services, regardless of the purchase method utilized.
2. These guidelines document the supplier contracting process and describe situations when a contract is required before any university purchase can be made from a supplier. To facilitate compliance with this procedure, the University Contracts Committee (UCC) shall administer the review and assist in the negotiation of most supplier contracts for the university.

13.2 University's procurement commitment

Procurement commitment for the university shall be executed using either the Local Purchase Order (LPO) or a contract. These means of procurement provide a fully auditable transaction trail from identification of a requirement to approval, commitment, receipt and finally payment.

13.3 When is a Contract Required?

1. The procuring and disposal entity shall require a contract in cases where the university may be exposed to substantive financial or legal risks from the purchase of goods or services. An example list of services that require contracts shall be available on the USJM website (www.usj.ac.ug) and also **appendix iv of this manual**.
2. A contract is typically required when the university purchases a service from a supplier. A supplier may also require an executed contract before provision of goods or services to the university. There is no minimum financial threshold required for a contract. Purchases for small amounts or at no cost to the university may present legal or financial risks to the university that are many times greater than large purchases.

13.4 Common situations in which a contract is required

- Services that involve the performance of labor by individuals while physically present on the university's premises
- The purchase of services where deliverables (e.g., software, a report or a website) are created
- The purchase of professional services, including temporary employment and consulting services.
- Agreements for leased space or facilities
- Insurance services
- Building constructions and major renovations and repairs
- Space rentals for off-campus events including expos, exhibitions, etc.
- Catering services
- Internet services, Cloud services, software-as-a-service, software licenses, software maintenance agreements and renewals
- Equipment leases
- Contract renewals
- Any other works or services to be performed on behalf of the university

14.0 TYPES OF CONTRACTS

All supplier-initiated contracts must be reviewed by legal services. The Contracts Committee shall, in consultation with the legal services agree on the most suitable form of contract for each specific transaction and shall retain suitable standard contract templates.

14.1 Choice of contract

USJM shall in respect of a procurement activity, use any of the contract types specified in this Part or a combination of any of them, using procedures prescribed by regulations made under this policy.

14.2 Lump sum contract

A lump sum contract shall be used where the content, duration and outputs of the procurement are well defined.

14.3 Time-based contract

A time-based contract shall be used where the scope and duration of the procurement requirement is difficult to define.

14.4 Admeasurement contract

An admeasurement contract, including a re-measurement, unit rate and bill of quantities contract may be used for works—

- a) which are not well defined;
- b) which are likely to change in quantity or specifications; or
- c) where difficult or unforeseen site conditions, such as hidden foundation problems, are likely.

14.5 Framework contract

A framework contract, is a schedule of rates or an indefinite delivery contract and shall be used—

- a) where a requirement is needed “on call” but where the quantity and timing of the requirement cannot be defined in advance; or
- b) to reduce procurement costs or lead times for a requirement which is needed repeatedly or continuously over a period of time by having them available on a “call off” basis.

14.6 Percentage based contract

A percentage-based contract shall be used where it is appropriate to relate the fee paid directly to the estimated or actual cost of the subject of the contract.

14.7 Cost reimbursable contract

A cost reimbursable contract shall be used—

- (a) For emergency work where there is insufficient time to calculate fully the costs involved;
- (b) For high risk works, where it is more economical for the procuring and disposing entity to bear the risk of price variations than to pay a provider to accept the risk or where the provider does not accept the risk.

14.8 Target price contract

A target price contract may be used instead of a cost reimbursable contract where a target price can be agreed and cost savings may be achieved by offering an incentive payment to the provider for any cost savings below the target price.

14.9 Retainer contract

A retainer contract shall be used to retain a provider to provide services over a prescribed period of time, without defining the level and actual amounts of services required.

15.0 DE-BRIEFING UNSUCCESSFUL SUPPLIERS

The Contracts Committee shall write to all unsuccessful tenderers advising them of the award of contract and thanking them for their participation where necessary. Any de-briefing of unsuccessful tenderers must be managed and coordinated by Procurement Services in collaboration with the project lead.

15.1 Re-tendering

1. It is permissible to re-tender a contract or prospective purchase if it was impossible to select a winning tenderer from the offers received. Those selected shall be given equal treatment.
2. There shall be no advantage given to any supplier requested to re-tender although it is permissible to advise the suppliers of the general reasons for the re-tender. It is not permissible to re-tender if there is a clear winner purely in the hope of driving down a price.
3. All processes carried out in tendering must be followed in the case of re- tendering.

15.2 Post Tender Negotiation

1. Following selection of the winning tender it may be permissible to enter into post tender negotiation with the preferred supplier only. This may cover any aspects of the prospective contract including price, payment terms, delivery, terms and conditions of contract.
2. Any such negotiations may only be conducted by the negotiation team identified by the Procurement and Disposal unit in liaison with the contracts committee or the Accounting Officer.

15.3 Single Supplier Sourcing

1. Single sourcing occurs where there is only one supplier who is capable of supplying the goods or service. Circumstances may arise where there is need to procure goods and services without first seeking their competitive quotations or enter into a competitive tender process.
2. Should such a situation arise, justification, including market testing must be documented in writing and formally approved by the Accounting Officer. Approvals must be made prior to any commitment being made to the supplier. Assurance that the transaction provides value for money to the University is still required.
3. Single source negotiations should be used when one of the other procurement procedures is impractical or otherwise inappropriate. Comparison of prices with goods or services of like complexity or similar product/service costs should be used as a substitute for competitive procurement processes in this method. This method of procurement allows for:
 - (i) Sole supplier situations – an example would be specialized requirements or procurement for research purposes where a sole supplier exists for the required product/service. Proof of sole supplier status must be obtained and is not accorded on the basis of “brand”;
 - (ii) The appointment of professional services such as financial, audit, medical, security, legal, human resource management, consulting services etc. where individual expertise is required.
 - (iii) Ad hoc once-off purchases with specific requirements such as conference attendance and the use of performing artists;
 - (iv) Purchases from University owned business entities or affiliates; and
 - (v) Emergency situations or where the needs of the University preclude the use of the competitive quotation or competitive proposal process.
4. For purchases that are externally funded, any conditions imposed by the funding body must also be adhered to in addition to the University Procurement Policy and USJM Financial Management Policy.

16.0 EMERGENCY PROCUREMENT

Emergency purchases are applicable only in unforeseen cases of emergency where immediate action is necessary to:

- i) Avoid or limit hardship or imminent hardship or deal with a dangerous situation, or
- ii) To enable the continuation of threatened key activities, or
- iii) To clear up damage, or prevent further damage or to deal with natural disasters, or
- iv) To address imminent operational or other safety risks.

An emergency procurement transaction may be executed without the issue of a purchase order. Such purchases may only be concluded subject to the following conditions:

- (i) Where applicable, the supplier must submit the pricing schedule for the emergency work within three days after approval of the work;
- (ii) A purchase order must be finalized and forwarded to the supplier as soon as the financial operational system is available.

17.0 PAYMENT PROCESSING

For purchases where "quotations" have been sought, the order raised must state this and the applicable quote/reference number obtained.

With regard to terms of payment, the University will not normally pay for goods and services in advance.

18.0 THE PURCHASING PROCESS

18.1 Purchase order


1. A purchase order shall be required for all purchasing commitments irrespective of the size. The purchase order commits both the University and the supplier to terms and conditions which have been agreed by both parties.
2. For purchases where "tenders" have been conducted via Procurement and Disposal Unit, confirmation that the order relates to a contract award from a tender process must be passed to the Finance Department, with the approved invoices for the supply.
3. Once an order is raised within the Finance System, it is routed to the approver to approve. Once approved, the order is transmitted to the requisitioner who can then send the order onto the supplier. All suppliers must be informed that the University requires a purchase or LPO to facilitate payment.
4. The University does not undertake to accept liability for payment of invoices unless goods have been supplied against an official purchase order; or they are invoices relating to exceptions e.g. for utilities, and rates, that have been authorized and processed in accordance with procurement procedures. In situations where a liability has been improperly accrued to the University, it reserves the right to recover the cost from the offending individual.

19.0 INFORMAL COMMITMENTS

All University procurement transactions shall be supported by a formal agreement such as a properly documented purchase order or contract. Informal agreements including email exchange or verbal communication not formalized by way of purchase order or contract shall be considered a breach of this policy.

20.0 AMENDMENT OF THE MANUAL

The Manual is subject to amendment from time to time by relevant authority. The Manual was approved by the University of Saint Mbarara Governing Council on this day.....



Rev Fr Gervase Nsekanimanya Diido

CHAIRMAN GOVERNING COUNCIL



Rev Fr Dr Deus M Karemiri (PhD)

VICE CHANCELLOR