

SOUTH AFRICAN FOOTBALL ASSOCIATION	POLICIES & PROCEDURES MANUAL
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SUBJECT: Purchase Order	PAGE: 1 of 3
DOCUMENT OWNER: CEO	Date Created: 04/2010
DOCUMENT APPROVERS: National Executive Committee	Date Approved: 04/2010

1 PURPOSE

- 1.1 This document describes the policies and procedures relating to the completion and issuing of a Purchase Order.
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2 RESPONSIBILITIES

- Procurement Assistant
 - Procurement Manager
 - Finance Director
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3 POLICY

- 3.1 This policy must be read in conjunction with the SAFA's Code of Ethics, Disciplinary Code, Nepotism and other procurement policies.
- 3.2 No two persons may perform the same task, such that it becomes impossible during audits to determine accountability. There must be segregation of duties among the following functions:
- Requisitioning items to be purchased
 - Authorising purchases
 - Raising orders
 - Receiving inventory orders
 - Processing invoices and processing payments
 - Approving payments to suppliers
- 3.3 Using the approved Purchase Requisition (refer to Purchase Requisition policy), the Procurement Assistant raises a Purchase Order.
- 3.4 The Procurement Assistant will source the necessary supplier from the approved supplier list, and obtain quotations in accordance with the procurement categories policy as outlined in the Procurement Guidelines Policy.

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For goods/services where there is no approved supplier on the accredited supplier list, the supplier to be used must meet the accredited supplier criteria stipulated in the Supplier Management Policy. The Procurement Manager and the Finance Director must review that all criteria have been met and approve the supplier to be added to the supplier database.

- 3.5 The Procurement Assistant will select a supplier based on the parameters of cost, time, quality, risk and empowerment targets.
- 3.6 Only pre-numbered official SAFA Purchase Order forms will be considered valid.
- 3.7 All data fields on the Purchase Order form must be completed (refer to attached copy of Purchase Order form). The order must be completed in duplicate.
- 3.8 The Procurement Manager must ensure that the Purchase Order is correctly completed, and must sign the Purchase Order as evidence of his approval. For Category C, Category D and Professional Services expenditure the Purchase Order must also be approved by the Finance Director.
- 3.9 The Procurement Assistant will submit the purchase order to the selected supplier via fax or e-mail and obtain confirmation of receipt.

4 PROCEDURE

- 4.1 The Procurement Assistant contacts potential suppliers, and establishes prices and availability of goods or services, in terms of the procurement categories procedures as outlined in the Procurement Guidelines Procedure.
- 4.2 The Procurement Assistant selects the supplier and completes a Purchase Order form in duplicate.

The Procurement Assistant completes the allocation of the expenditure to the applicable general ledger codes field on the Purchase Order Form. The Procurement Assistant must ensure that all data fields (including compulsory BEE and SMME data fields) on the Purchase Order form are completed.

- 4.3 The Procurement Assistant thereafter attaches the Purchase Requisition and the related written quotations / verbal quotation template to the Purchase Order. The Purchase Order with the attached documents is sent to the Procurement Manager for

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signature and approval. For Category C, Category D and Professional Services expenditure the Purchase Order must also be approved by the Finance Director.

- 4.4 The signed Purchase Order form is sent back to the Procurement Assistant.
- 4.5 The Procurement Assistant submits the Purchase Order to the supplier via fax or e-mail and obtains confirmation of receipt.
- 4.6 One copy of the Purchase Order form is filed in the Purchase Order file. The other copy is retained by the Procurement Assistant together with the Purchase Requisition, and the related written quotations/verbal quotation template, and will be attached to the Delivery Note when the goods are received.
- 4.7 On a monthly basis, the Procurement Assistant must print from the system a list of outstanding Purchase Orders against which goods or services have not been received and provide an explanation why they are still outstanding. The Procurement Manager must review this list, sign as evidence of his review and follow up with the Procurement Assistant regarding explanations considered unacceptable.