

SOUTH AFRICAN FOOTBALL ASSOCIATION	POLICIES & PROCEDURES MANUAL
SECTION: Procurement	REF: PRO3
SUBJECT: Purchase Requisition	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 policies and procedures relating to the completion of valid purchase requisitions for purchases by the SAFA.
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2 RESPONSIBILITIES

- Employees
 - Procurement Assistant
 - Head of Departments
 - Procurement Manager
 - Chief Executive Officer (CEO)
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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 payments
 - Approving payments to suppliers
- 3.3 A Purchase Requisition form must be completed by the SAFA Employee for any item to be procured, irrespective of value, except for Petty Cash transactions. The Purchase Requisition form must be completed by the SAFA Employee requiring the good/service.
- 3.4 Only pre-numbered official SAFA Purchase Requisition forms must be used.
- 3.5 All data fields on the Purchase Requisition form must be completed (refer to attached copy of Purchase Requisition form).

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- 3.6 The Procurement Assistant will be responsible for sourcing all items. Only in the case of specialised products, will the Procurement Manager have the authority to select a supplier. In these instances, requisitions forms for specialised products or services must be accompanied by a written motivation justifying the choice of supplier.
- 3.7 All Purchase Requisition forms must be approved by the Head of Department.
- 3.8 A Purchase Requisition is an internal document and should not be send to service providers.

4 PROCEDURE

- 4.1 The need for goods/services is identified.
- 4.2 Pre-numbered Purchase Requisition forms are available from the Procurement Assistant. The Procurement Assistant keeps a register of Purchase Requisitions issued.
- 4.3 SAFA Employee completes the Purchase Requisition form.
- 4.4 The Head of Department signs the Purchase Requisition form as evidence of authorisation.
- 4.5 The Procurement Assistant reviews the Purchase Requisition form for completeness, validity, and correctness, and signs accordingly. If the Purchase Requisition is invalid, it will be returned to the originator.
- 4.6 The Procurement Manager reviews the Purchase Requisition against budget for category B, C and D and signs accordingly. The Finance Director must approve goods and services to be procured not within budget for Category B, while the CEO must approve goods and services to be procured not within budget for Category C and D.
- 4.7 Using the approved Purchase Requisition, the Procurement Assistant, raises a Purchase Order (refer to Purchase Order Procedure) and updates the Purchase Requisition register.
- 4.8 The Procurement Assistant follows up with SAFA Employees within 14 days on Purchase Requisitions issued against which a Purchase Order has not been raised.

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5 SUBMISSIONS OF PURCHASE REQUISITIONS

- 5.1 In order for the Procurement department to provide an effective and efficient service the following timelines must be strictly adhered to for submission of Purchase Requisition Orders:
- 5.1.1 Travel requirements – individuals – at least five working days
 - 5.1.2 Travel requirements – Group bookings – at least fourteen working days
 - 5.1.3 Tournament requirements – at least one month before the event
 - 5.1.3 Category D goods / services – at least two months
- 5.2 Procurement will not be held accountable for any inefficiency when purchase requisitions are submitted late