Introduction

This procedure outlines the purchasing actions taken for:
- purchasing all inventory, supplies and capital equipment
- completing related procurement documents.

Vendor selection

Vendor selection for all purchased items will be in accordance with the BizOps Purchasing resource acquisition policy.

Purchasing responsibilities

The Business Operations Manager is responsible for ensuring that the requirements of the BizOps purchasing policy are adhered to. This includes maintaining appropriate procurement methods, placing orders with approved suppliers and forwarding all paperwork to the Finance Manager for payment.

Online purchases

Online purchases should use preferred suppliers wherever possible. Where this is not possible, new suppliers must be evaluated using the BizOps Online supplier procedures.

Process

1. Purchase requisition preparation involves the following:
   - All BizOps employees who require a product or service must complete a BizOps purchase order requisition form that details the items for purchase and the date required.
   - All completed purchase order requisition forms are to be approved by an authorised delegate.

2. On receipt of a completed purchase order requisition form, the purchasing officer will:
   - review the purchase
   - double-check the calculations for accuracy
   - verify that the signature(s) of approval are authorised officials
   - review that the other boxes of the form are complete
   - if the purchase order requisition form is not accurate or complete, return it to the relevant person for amendment
   - if the purchase order requisition form is accurate and complete, forward a copy of the form to the accounting department and generate an order
   - send the order to the vendor
   - receive the goods when delivered
   - forward the invoice to the Finance Manager.