

**ENKUKWINI
PRIMARY
SCHOOL
PROCUREMENT
POLICY**

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<p>1. PREAMBLE</p>	<p>1. ISINGENISO</p>
<p>The Finance Committee has designed the procurement policy of the school in consultation with the Principal as an Accounting Officer and the SGB in order to implement the Finance Policy effectively.</p>	<p>Ikomidi leZimali lenze umgomo wesikole wokutholwa kwempahla namasevisi usebenzisana noThishanhloko njengoMqaphi noMkhandlu ukuze usebenzise umgomo weKomidi leZimali ngempumelelo.</p>
<p>2. PURPOSE</p>	<p>2. INJONGO</p>
<p>The policy aims to ensure that the school funds are utilized optimally for the best interest of the learners, thus avoiding school funds misappropriation.</p>	<p>Lomgomo uhlose ukuba izimali zesikole zisetshenzisewe ukuzuzisa abafundi kube kugwenywa ubunuku nobuqophololo.</p>
<p>3. LEGAL FRAMEWORK</p>	<p>3. UHLAKA LOMTHETHO</p>
<p>This policy is informed by Chapter 4 of SASA, Act No. 84 of 1996, as amended, Sections 34-44.</p>	<p>Lomgomo wenziwe ngokulandela iSahluko 4 se – SASA, Act No. 84 ka 1996 uchitshiyelwe.</p>
<p>4. PROCUREMENT PLANING</p>	<p>4. UKUHLELA UKUTHENGA</p>
<p>The SGB will consider the following important points during procurement planning:</p> <ul style="list-style-type: none"> a) Inputs covered by School Allocation b) Standing items to keep the school effective; c) DH meets with their supervises to prioritise items for budgeting; d) Compile the list of items to be budgeted from DH's; e) Budgeted items; f) Financial control measures used to ensure cost – effective manner. 	<p>UMkhandlu uyoqaphela lamaphuzu alandelayo ngesikhathi uhlela ukuthola impahla namasevisi.</p> <ul style="list-style-type: none"> a) Okushiwo iSabelo Sesikole esivela eMnyangweni; b) Lokho esingenakuqhubeka isikole kungekho; c) Ngokuba abaholi bothisha bathole izidingongqangi kubo ukuhlonza ibhajethi; d) Ukuba nohlu olwemukelelwe okuhlonzwayo; e) Izidingo ezibhajethelwe; f) Ukungachezuki emgomweni obekiwe ukuqinisa indlela ezokongela ukusizakala kwabafundi.
<p>5. PROCUREMENT PROCESS</p>	<p>5. INQUBO YOKUTHENGA</p>
<ul style="list-style-type: none"> a) Only goods and services budgeted for will be procured; b) Goods and services of urgent needs will be only procured at the approval of SGB. c) The Finance Committee will always implement the decisions of the SGB. 	<ul style="list-style-type: none"> a) Izimpahla namasevisi abhajethelwe kuphela ayokhokhelwa; b) Izimpahla namasevisi esidingo esiphuthumayo ayobhekwa ngemvume uMkhandlu; c) Ikomidi leZimali liyoqaphela ukwenza njalo isinqumo soMkhandlu.

<p>6. PROCUREMENT TOOLS</p>	<p>6. IZIKHALI ZOKUTHENGA</p>
<p>a) EF58 Form; b) Request for Payment; c) Payment Advice Form; d) Cheque Book.</p>	<p>a) Ifomu u – EF58; b) Ifomu lesicelo sokukhokha; c) Ifomu leseluleko sokukhokha; d) Ibhuku lamasheke</p>
<p>7. ACQUISITION OF GOODS AND SERVICE</p>	<p>7. UKUTHOLAKALA KWEMPAHLA NAMASEVISI</p>
<p>The acquisition of goods and services will be done as follows:</p> <p>7.1 Finance Committee will receive 3 written quotations from reputable suppliers and community service providers/members able to offer reputable services;</p> <p>7.2 Payment is by cheque or the method that will make the payee satisfied;</p> <p>7.3 Payment will only be effected on full delivery or service completion or 90% if stock is challenging especially textbooks and stationary;</p> <p>7.4 Finance Committee will evaluate 3 quotations and award the best quotation on merit;</p> <p>7.5 EF58 being a Comparative Schedule will be completed for the Principal, SGB Chairperson and Treasurer to sign;</p> <p>7.6 The recommendation of the Finance Committee will be presented to the full SGB meeting for ratification;</p> <p>7.7 Finance Committee will implement the resolution of the SGB by issuing the ORDER NOTE to the awarded supplier or community service provider for delivery / doing the service.</p>	<p>Ukutholakala kwezimpahla namasevisi kuylandela lomgudu.</p> <p>7.1 Ikomidi leZimali liyokwemukela amakhothesheni ama – 3 kubathengisi namalungu omphakathi enza imisebenzi enganika isithunzi uma seyenziwe;</p> <p>7.2 Kukhokhwa ngesheke noma indlela eyokwenza okhokhelwayo eneliseke;</p> <p>7.3 Kuyokhokhwa kuphela seyemukelwe impahla noma umsebenzi usuphelile noma u – 90% ngokushoda kwempahla;</p> <p>7.4 Ikomidi leZimali liyohlulela amakhothesheni ama – 3 linikeze leyo efanelekile;</p> <p>7.5 Ifomu u – EF58 uyogcwaliswa bese usayinwe nguThishanhloko, uSihlalo woMkhandlu benoMgcinimafa woMkhandlu;</p> <p>7.6 Izincomo zeKomidi leZimali ziyothulwa emhlanganweni woMkhandlu ukuze uvumeleke;</p> <p>7.7 Ikomidi leZimali liyokenza lokho uMkhandlu onqume ukuba kwenziwe ngokunika umthengisi oncnyiwe INCWADI ye – ODA ukuba alethe noma enze umsebenzi.</p>
<p>8. RECUSAL OF SGB MEMBERS</p>	<p>8. UKUZIHOXISA KOMKHANDLU</p>
<p>According to SASA, Act No. 84, Section 26, any member of the SGB that has a personal interest in the procurement processes must declare his/her interest and withdraw him/herself from the discussion and decision-making regarding procurement.</p>	<p>Ngokuqondisa kwe-SASA, Umthetho 84, Isigaba 26, noma yiliphi ilungu loMkhandu elithintekayo kokudingidwayo, liyokuveza lokho bese lizihoxisa lona kuyo yonke imihlangano okuyobe kudingidwa futhi kuthathwa izinqumo ngokuzothengwa.</p>

<p>9. DELIVERY PROCESS</p> <p>9.1 Finance Officer will receive and check all items against the invoice and order form.</p> <p>9.2 All goods purchased will be kept in a secure room;</p> <p>9.3 Shortfalls will be recorded by the Finance Officer and apprise the supplier;</p> <p>9.4 Finance Officer or his/her delegate will then sign the proof of delivery after the order has been verified;</p> <p>9.5 The proof of delivery can be in the form of delivery note, invoices or delivery slip;</p> <p>9.6 An entry will be made in the stock book;</p> <p>9.7 Designated items will be coded by the Finance Officer with his/her team using the approved serial code.</p>	<p>9. INQUBO YOKULETHWA KWEMPAHLA</p> <p>9.8 Umbhekizimali uyokwemukela bese ehlola ukuvumelana kokulethiwe nokuthengiwe;</p> <p>9.9 Yonke impahla ethengiwe iyogcinwa endaweni ephephile;</p> <p>9.10 Umbhekizimali uyorekhoda ushodi bese azisa umthengisi ngomonakalo;</p> <p>9.11 Umbhekizimali noma isithunywa sakhe u(si)yosayina isiqiniseko sokwemukelwa ese(sesi)zenelisile ngokwemukelwe;</p> <p>9.12 Isiqiniseko sokulethiwe kungaba incwadi yokuthumela kumbe invoyisi;</p> <p>9.13 Impahla iyolotshwa ebhukwini lesitokwe;</p> <p>9.14 Umbhekizimali nethimba lakhe bayoqopha izimpahla ezemukelwe ngenombolo eyemukelekile.</p>
<p>10. PAYMENT PROCESS</p> <p>10.1 Payments will only be made on or after receipt of the invoices corresponding to the goods received as per the delivery.</p> <p>10.2 Companies requiring 10 days cheque clearance before delivery will be entertained after all other avenues have failed;</p> <p>10.3 Payments will be made by drawing a cheque against school account or petty cash when needs arise;</p> <p>10.4 Finance Officer will complete Annexure 9 being a Compulsory Payment Advice Form and attach Original Invoice and any supporting documents/vouchers after having certified that:</p> <p>a) The SGB had approved the requisition;</p> <p>b) Goods supplied are as per the invoice and of quality;</p> <p>c) Goods delivered are in accordance with the order;</p> <p>d) The supplier is entitled to full payment;</p> <p>e) The charges are according to the quotation.</p>	<p>10. INQUBO YOKUKHOKHA</p> <p>10.5 Impahla iyokhokhelwa kuphela emva kokuba sekwemukelwe i-invoyisi ehambisana nezimpahla ezilethiwe ngokwe-oda.</p> <p>10.6 Izinkampani ezifuna ukuletha impahla emva kwezinsuku eziyishumi zokukhululwa kwesheke kuyobonwa sekwehluleke konke.</p> <p>10.7 Ukukhokha kuyokwenziwa kwesheke kwi-akhawunti yesikole noma uphethikheshe uma kuba nezidingo;</p> <p>10.8 Umbhekizimali uyogcwalisa u – Annexure 9 oyifomu eliphokelekile elikhombaa okukhokhelwayo ahlanganis ne- invoyisi nokunye okudingeka eseqinisekile ukuthi.</p> <p>a) Umkhandlu usemukele isicelo;</p> <p>b) Izimpahla ezemukelwe ngokwe – invoyisi nekhwalithi;</p> <p>c) Izimpahla ezemukelwe yilezo ebezithengiwe;</p> <p>d) Umthengisi uyifanele inkokhelo ephelele;</p> <p>e) Inkokhelo iyefana nekwikhotheshini.</p>

11. REQUEST FOR PAYMENT FORM		11. IFOMU LOKUCELWA KOKUKHOKHELWA	
<p>13.1 The Finance Officer completes the request for Payment Form; Payment Advices and Cheques monthly to discuss with the Finance Committee;</p> <p>13.2 This then checked and signed by the Principal, SGB Treasurer and SGB Chairperson.</p> <p>13.3 Ratification is done by the SGB at the SGB Meeting.</p>		<p>11.1 Umbhekizimali ugcwalisa ifomu lokucela, ifomu leseluleko namasheke nyangazonke ukuze kuxoxwe ngakho wekomidi lezimali;</p> <p>11.2 UThishanhloko, uMgcinimafa noSihlalo bayokucubungula lokho bese bekusayina;</p> <p>11.3 UMkhandlu uyokwamukela lokho emhlanganweni woMkhandlu.</p>	
12. PAYMENT ADVICE		12. ISELULEKO SOKUKHOKHA	
<p>12.1 The Payment Advice must indicate the details of the payee, amount to be paid in words and numerical, nature of goods, purpose of procuring the goods and budget category to be taken from.</p> <p>12.2 The will be completed by the Finance Officer considering the budget categories and initially checked and signed by the Principal, Treasurer and Chairperson.</p>		<p>12.3 Ifomu leseluleko maliveze okhokhelwayo, imali ngamzwi nangezinombolo, uhlobo lwempahla / lomsebenzi, isizathu senkokhelo yaleyompahla nesigaba sohlahlomali ezokhokhelwa ngayo;</p> <p>12.4 Lokhu kugcwaliswa uMbhekizimali ebheke isigaba sohlahlomali okuzokhokhwa ngalo bese ihlolwa futhi isayina uThishanhloko, uMgcimafa noSihlao.</p>	
13. ADOPTION		13. UKWEMUKELWA	
<p>This procurement policy reviewed and amended by the Finance Committee for adoption and endorsement at the SGB Ratification at its full SGB Meeting.</p> <p>Thus adopted and signed</p>		<p>Lomgoma wokutholwa kwempahla namasevisi ubukezwa/ulungiswe yiKomidi Lezimali ukwemukelwa nokusayinwa sekuvume ngomhlangano woMkhandlu.</p> <p>Wemukelwe futhi wasyinwa</p>	
14/03/2019	ENKUKWINI P SCHOOL (KWADUKUZA)		
Date/Usuku	Place/Indawo		
SGB MEMBERS/AMALUNGU OMKHANDLU			
Secretary	:	RS Nxumalo	:
Deputy Chairperson	:	SJ Mtshali	:
Treasurer	:	NS Mzimela	:
Additional Member	:	PF Nsibande	:
Principal	:	NKD Khuzwayo	:
Chairperson	:	HB Mdletshe	: