

POLICY ON UNAUTHORISED PURCHASES



TITLE AND COPYRIGHT

Title	POLICY ON UNAUTHORISED PURCHASES
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1. PURPOSE

It is the policy of the University of Venda not to allow unauthorised purchases.

2. DEFINITION

None

3. RULES

- 3.1 Orders for unauthorised payments/ invoices cannot be processed by the Purchasing Office. Once delivery has taken place prior to an official order being issued, the purchase is considered unauthorised.
- 3.2 In extreme cases, disciplinary action for deliberately not following the purchasing process will be advised to the Supervisor.
- 3.3 A Financial Claim Form must still be completed to pay such a supplier.
- 3.4 If a supplier knowingly took part in the contravention, the supplier will only be paid 60 days after the statement date.
- 3.5 No preference payments to suppliers will be allowed.

4. PROCEDURE

None

5. FORMS

Financial Claim Form

6. RELATED POLICIES AND DOCUMENTATIONS

Policy on purchases
Policy on tenders

7. REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

8. REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

9 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

10 APPROVAL

Registrar (Secretary of Council)

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