

DOCUMENT NUMBER: PR 206 Rev 5  
DOCUMENT NAME: Purchasing  
EFFECTIVE DATE: 13.01.2016

**QUALITY MANUAL  
ISO 9001:2008**

**1. PURPOSE**

To ensure that all suppliers, goods and services meet the Company's requirements.

**2. SCOPE**

This procedure covers the purchasing of items which directly impact customer satisfaction

**3. RESPONSIBILITY**

Department Managers  
Finance

4. PROCEDURE	DOCUMENT No.
<p><b>4.1 Capital Assets Purchases</b></p> <p>4.1.1 Every planned capital asset purchase (Capex) is approved by the Director.</p> <p>4.1.2 Quotes are obtained from preferred suppliers.</p> <p>4.1.3 Technical specs in the quote are verified according to the Rural Metro requirements.</p> <p>4.1.4 Verified quotes are submitted to the Director for authorization.</p> <p>4.1.5 A <u>Purchase Order Request</u> is completed and authorized by the Director.</p> <p>4.1.6 The procedure after this follows on from point 4.2.3. below.</p> <p><b>4.2 Stock and Consumable Purchases</b></p> <p>4.2.1 Once the need for a Stock or Consumable (SoC) item has been identified at external locations, the Department manager is emailed, who will then initiate a Purchase Order Request (POR)</p> <p>4.2.2 The Purchase Order Request must be checked and authorized by a general manager. Any request exceeding R15 000 must be authorized by a director.</p> <p>4.2.3 The Purchase Order Request is sent to the bookkeeper, who checks the allocations and authorizations. The bookkeeper generates a Pastel Purchase Order Number (PON)</p> <p>4.2.4 The Purchase order number is sent back to the department, and it represents a legal document authorizing the purchase.</p> <p>4.2.5 The department submits the Purchase Order Number to the supplier.</p> <p>4.2.6 When goods are received, the Store man confirms details from the order to the supplier invoice. If the goods received are correct, then the store man signs as acknowledgement of receipt.</p>	<p>SD 2061</p>

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<b>4.3 EFT Requests and Cheque Payments</b>	
4.3.1 <u>EFT request or cheque payments</u> are used on ad hoc basis for emergency situations as necessary when it is not possible to purchase from an approved supplier	SD 2065 SD 2066
4.3.2 Details from the supplier invoice are captured into pastel general ledger.	
<b>4.4 Manual Purchase Orders</b>	
4.4.1 Manual Purchase orders may also be generated where necessary. The department generates a <u>Manual Purchase Order</u> . Books are left with authorised staff only.	
4.4.2 The Manual Purchase Order Number is submitted to the General Manager with a valid quotation if the amount exceeds R5000.)	SD 2063
4.4.3 The GM verifies and authorizes the order, and sends a signed copy to the bookkeeper.	
4.4.4 The department can only order the goods after the PON has been authorized. After this, the procedure is the same as 4.2.5 and 4.2.8 above.	
4.5 Supplier invoices and signed delivery notes are sent to the creditor's bookkeeper for capturing.	
4.6 The <u>Critical approved suppliers list</u> is generated from the <u>supplier evaluation form</u> . This form identifies suitable suppliers by way of pricing, ability to deliver, quality and their service history. A database of all approved suppliers is available on Pastel.	SD 2062 SD 2064
4.7 <i>Suppliers will be monitored through the use of <u>Corrective Actions</u> and managed by the respective Department. The root cause must be investigated and appropriate action taken to resolve root cause.</i>	SD 1081

**5. SUMMARY OF SUPPORTING DOCUMENTS**

DOCUMENT NAME	DOCUMENT NUMBER
Purchase Order Request	SD 2061
List of Preferred Suppliers	SD 2062
Manual Purchase Order	SD 2063
Supplier Evaluation Form	SD 2064
EFT request	SD 2065
Cheque Request	SD 2066

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Corrective Action Report	SD 1081
Supplier Quotation	EO 05
Receipt	EO 06

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