



Northpine CID NPC

COMMUNITY | PEACE | GROWTH

Email: info@northpinecid.co.za
Tel: +27 83 584 0741

Reg No. 2017/224442/08
Established 2017

Standard Working Procedure No.	Description	Page
NCID-001	PURCHASING OF GOODS, SERVICES AND RECEIPT OF DONATIONS	REV 002
Approved By:		Effective Date

1. Aim

The aim of this procedure is to set a standardized and uniformed process and procedure in purchasing of goods and Services on behalf of the Northpine City Improvement District. This procedure applies to all purchases and acquisition activities of products and services on behalf of Northpine CID by all employees.

2. Procedure

- a. Any person who plans to request a purchase on behalf of the company or using the company account must first establish that there is a need for the product, service or donation. The need must be analysed and discussed in a board meeting in order for a resolution to be made.
- b. **Purchase Requisition**
 - i. Any director wishing to make a purchase on company account must indicate so in writing request and brought forward to the board in a meeting;
 - ii. The board, if quotes are made available agree to the request the Manager to complete a purchase requisition;
 - iii. The Manager would then request an official invoice reflecting Company Name, Registration Number and address to be placed in the invoice;
 - iv. The purchase requisition will be signed by the relevant Director from where the request derived (i.e. Urban Management; Safety and Security; Finance; Social development) and approved by the Chairperson or Finance Director
 - v. Once the requisition is signed payment is to be loaded onto the bank with signed payment requisition and invoice.

c. Quotations

- i. A request for quotation to be sent to more than one supplier;



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- ii. A minimum of 3 quotes to be received;
- iii. Below is the number of quotations required and signatory levels compared to the value of the quotation/order:

Maximum value	Minimum No. of Quotations	To be approved by Approval
R 1 000.00	3	Finance Director
R 2 000.00 and above	3	Finance Director

- d. Depending on the value and SLA should any be in place the Operations Manager shall facilitate the contract ensuring that what has been agreed upon, service is delivered.
 - Quality of delivery
 - Payment terms
 - Delivery date and penalties
 - Guarantees and warranties

e. Receipt of Goods/Services

- i. The goods/services must be delivered or performed within the stipulated timeline provided;
- ii. The supplier invoice must be matched and checked against the quotation and invoice;
- iii. All invoices exceeding R 1 000.00 must be signed by Finance Director prior to payment.

f. Record Keeping

- i. After the payment process, the Operations Manager will make record of the payment requisition and invoice for bookkeeping and auditing. All appropriate documents right from purchase requests to approved invoices and proof of payment must be stored in its relevant file from July to July the NCID financial year end; in order for tracking of previous invoices be needed. All payment requisitions and invoices are kept on Dropbox as a secondary storage.



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g. Events/functions hosted by the NCID

- i. Should any event/function hosted by the NCID and money in any form have to be handled, all directors/employee to request that all monies are to be paid to the NCID bank account with its relevant form/invoice number;
- ii. No director / employee, when requesting for a donation may request funds be transferred into personal bank account should the NCID name be mentioned for the donation received all monies received from donors are to be placed in the NCID bank account;
- iii. All record keeping of point (f) will be kept in the Audit file, when financial audit takes place.
- iv. Funds made or received by any event will be discussed at the board meeting and may be used where there is a need within the NCID area and its boundary.

Misdemeanor

Any director/employee who does not abide by this procedure will be held personally liable for any costs incurred. Directors/employees will be held responsible should money be handled in any form for any event. Furthermore, will be subjected to a disciplinary action, which may lead to dismissal depending on the nature and seriousness of the offence and its transgression.

Compiled by:		Approved by:	Revision	0	0	1
	Date:	Date:	Date	Review Interval	Annually	

Signatures of Acting Directors:

Chairperson
Lindsay Schereka

Finance
Natalie Khambi

Safety and Security
Jan Andreas

Vice Chairperson
Mark Smith

Urban Management
Desiree Cupido

Social Development
Romano Swanepoel