

From: Dane Arumugam

Sent: 13 August 2015 12:05 PM

To: Slindo Shamase; Calvin Thomas; Themba Emmanuel Mbongwe; Shantha Maharaj; Lindiwe Mzizi; Adarsh Rajesh Maharaj

Cc: Betty Mubangizi; Nobuhle Hlongwa; Henriette Hay-Swemmer; Donal Mccracken; Gregory Kamwendo; Johannes Andreas Smit; Nhlanhla Mkhize; Avril Raman; Nhlanhla Lucky Chili; Delisile Jali; Hlengiwe Ngubane; Michelle Naicker; Kishore Gobardan; Aghasphree Amy Ramsamy; Stephen Mutula

**Subject: JUSTIFICATION FORM: PROCUREMENT PROCESS**

Dear School Manager

Please note that the attached justification form would in the first instance need to be fully authorised by all parties concerned before any supplier is given the authority to action an event ie a Supplier can only be contracted after approval has been granted.

In addition the only authorised individual to contract a supplier for the College is the Procurement officer or a College Finance representative.

Staff that default from the above may be called to account and could be held personally liable.

This procedure is effective immediately.

Kind regards

## JUSTIFICATION FORM

NB: The Justification Forms is **not intended to replace the normal** as sourcing goods and services but to facilitate the sourcing in situations where the normal process will delay service delivery if followed. As per the Procurement policy, *prior approval has to be obtained before any of the following exercises can be executed: (tick whichever applicable to this request).*

1. **Justification for Paying one time vendor :** \_\_\_\_\_
2. **Justification for Not having 1 or More quotes:** \_\_\_\_\_
3. **Justification for Activating or de-activating a Vendor/s**
4. **Justification for Waiver of Tender :** \_\_\_\_\_

**Requester's Name:** \_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Back ground** (Please give full description background):

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**Details and Conclusion** (Please give full justification, Recommendation):

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Requested By: \_\_\_\_\_  
(Print name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approval (Line Manager/ End-User)

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Signature:

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Date:

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Senior Buyer /  
Senior Buyer /  
Procurement Manager

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Signature

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Date

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Approval: Accountant /

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Signature

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Date

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Approval: Executive /Director

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Signature

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Date