

CHECK LIST

Procurements

File No :

File Name :

- 01. Purchasing Request Procurement Plan
- 02. Fund Availability :
- 03. Estimated Value : Less than 500,000/= Less than 1Mn/= Over 1Mn
- 04. Approval from Registrar/BoM/Vice Chancellor/Supply Committee
- 05. Appoint a TEC : from the list An special TEC
- 06. Specification prepared (Standard/Special)
- 07. Paper Advertisement or list of Registered supplies/Yellow pages/Sole agent
- 08. Bidding Document
- 09. Bid Opening
- 10. Price Schedule
- 11. TEC Recommendations
- 12. Approval of the Vice Chancellor and/or Procurement Committee
- 13. Indent issued according to : approved Specifications Rates Suppliers
- 14. Items Received from the supplier
- 15. Supplier Invoice
- 16. GRN
- 17. Approval of Goods Acceptance Committee
- 18. Checked the cash balance
- 19. Prepare voucher for payments
- 20. Issued cheques for suppliers
- 21. Recorded in the accounting Package

Notes:

Prepared By:
Name :
.....
Signature
Date :

Senior Assistant Bursar/CDCE

Please put "√" if Yes and use "X" for No/NA