



THE UGANDA SCOUTS ASSOCIATION

PROCUREMENT POLICIES AND PROCEDURES

(Revised January 2014)

1.0 Purpose

The purpose of goods and services is necessary for the smooth operation of Uganda Scouts Association. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

2.0 METHODOLOGY

Uganda Scouts Association shall follow certain methods in purchasing goods, equipment and services required for the needs of the Association or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. Uganda Scouts Association shall specify in the purchase file the reasons the lowest bid was not chosen.

- ❖ For purchase under UGX 5,000,000, a price survey by telephone of two suppliers will be sufficient for determining to supplier.
- ❖ For purchase above UGX 5,000,000, a quotation/invoice shall be obtained from three local suppliers.
- ❖ Purchase from a sole source shall be explained in the purchase file.
- ❖ The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers, purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

3.0 PURCHASES

Employees making purchase as part of the project activity or organizational work shall follow these mechanisms:

- a) Requisition form – The employee requesting a purchase fills this form, has it recommended by the activity/ programme budget head and approved by the Director Finance and Administration.
- b) Approval – of any transaction made for or on behalf of Uganda Scouts Association will be done only by the Director Finance and Administration.
- c) Order form – The Finance Assistant after receiving an approved requisition form, shall prepare a local purchase order which shall be verified by the Finance Officer and recommended by the activity/programme budget head and approved by the Director Finance and Administration for issuance. Only the Director Finance and Administration can issue a local purchase order on behalf of Uganda Scouts Association.
- d) Delivery Slip – After the purchase has been made, the goods will be delivered and received by the designated receiving Officer who shall also receive the invoice from the supplier and forward to the Finance officer to process for payments.

- e) Storage - After inspection of goods received officer shall hand them over to the designated stores manager.
- f) Recording transactions/processing payments – The Uganda Scouts Association’s Finance Officer is the only person who records all transactions and processes all payments ensuring that all necessary approvals have been acquired.
- g) Payments – the Finance Director is the only person who can sanction any payments to be made and therefore has final say on any payments out of Uganda Scouts Association.