



UNIVERSITY OF WESTERN CAPE (UWC)

POLICY FOR ACQUISITION OF IT GOODS AND SERVICES

DATE OF LAST APPROVAL: R98/2



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Policy for Acquisition of IT Goods and Services

1. Any IT related good or service for which a requirement is generated by any department or member of staff of the University, shall be submitted to the Purchasing Officer of the IT Department.
2. A request for the purchase of such goods or services shall be accompanied by a description of the goods or services, a short motivation for the request, and a reference to the entity/account numbers to be used for the payment thereof.
3. The Purchasing Officer shall satisfy himself that the request is in accordance with the relevant standards for IT of the University and shall ascertain that the details of the request will in fact satisfy the requirements of the user. If necessary, he shall negotiate with the originator of the request to modify any or all details of the request.
4. The Purchasing Officer shall prepare a quotation for the requested goods or services, and confirm with the originator of the request that the details of the (modified) request and the price are acceptable.
5. If the request is to be funded from the ITS budget, the Purchasing Officer shall obtain the approval of the Head: Information Technology Services. If the purchase is to be funded from any other account, the Purchasing Officer shall ascertain with the Finance Department that the required funds are indeed available.
6. The Purchasing Officer shall then proceed with the placing of an Order in accordance with the procedures as laid down by the Purchasing Department.
7. The Purchasing Officer shall maintain records to make it possible to track the progress of the request, which shall always be expedited with the least amount of delay.
8. The ITS Department is responsible for the delivery of the goods in a serviceable condition to the originator of the request, and shall ensure that services are executed in a manner satisfactory to the University.
9. No person, other than the appointed officer(s), shall officially invite any supplier to quote for the supply of goods or services which are to be paid for from University funds.
10. The University is not liable for the payment of IT goods or services which have been obtained without the knowledge and approval of the ITS Department.