



UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
YAKWAZULU-NATALI

COLLEGE OF HEALTH SCIENCES FINANCE WORKSHOP

PROCUREMENT

- **Nirashni Ramouthar**



1. When are 3 quotes needed for a requisition?

- A. Any request over R5000
- B. Any request over R10 000
- C. For equipment purchases only

2. You have a request and a justification form for R51 000. Whose signatures do you require on the justification?

- A. School Manager and Dean
- B. Requestor and School manager
- C. User/ School Manager and Dean



3. Stationery is on contract from Walton Stationers. You require pencils urgently for a meeting next week. Can you ask the supplier to deliver without an order number?

- A. Yes, pencils are on contract with them**
- B. Yes, we always purchase from them**
- C. No, I must ensure an order number is obtained first**

4. You are capturing an urgent purchase requisition for milk. Can you leave out the delivery details to speed up the process?

- A. No, omitting the delivery details will cause unnecessary delays with my order**
- B. Yes, suppliers are aware of our delivery details as we place regular orders with them**
- C. Yes, they will phone me when they are ready to deliver**



5. You have been on leave and got back to a huge backlog of work. There are several requests that need to be captured. Can you capture each request with the description 'as per attached'

- A. No, every line item must be captured and reflected on the official order
- B. Yes, the quote is attached if anyone wants to view the line items
- C. Yes, it is too time consuming to capture line by line

6. Your colleague who has been with UKZN for over 10 years has accepted a job at another company. The school has decided to host a farewell function for him, Can you provide an order number to a UKZN listed caterer for this function. You are familiar with their food and have always received exceptional service from them.

- A. Yes, we are familiar with their food and there has been no complaints
- B. No, the issuing of order numbers for farewell functions are not allowed
- C. Yes, the colleague that has resigned enjoys the food from that particular caterer



7. You are processing a request that requires a justification form however, the user did not submit one with his order, What do you do?

- A. Complete one for them to speed up the process**
- B. Upload the request without the justification**
- C. Ask the user to complete one as they need to explain their requirements.**

8. When capturing a request for a desktop computer how should the components be captured?

- A. As a single line item for each component**
- B. As one unit for asset tagging process**
- C. As per attached and attach the quote**



9. You are purchasing furniture from Cecil Nurse and the request is for R30 000. How many quotes do you require?

- A. One quote – the supplier is on the Purco Contract**
- B. Three quotes – as per procurement policy**
- C. One quote – the academic likes the furniture from Cecil Nurse**

10. When do you process a payment for goods/services via the yellow payment requisition form?

- A. Never**
- B. It is a once off purchase and there is no listed supplier on the database that can provide same goods/service**
- C. The supplier requires payment urgently**



11. In which of these instances can you not use a justification form?

- A. Not having the required number of quotes**
- B. The work has already been done.**
- C. Creating activating / deactivating suppliers on the database.**

12. If you are unsure if a supplier is on the database do you?

- A. Call the finance office to confirm**
- B. Proceed with yellow payment requisition form**
- C. Forward creditor database forms for supplier to complete**



13. You have received a request from one of your disciplines with incomplete documentation/signatures.

Do you,

- A. Upload the incomplete documents on the system**
- B. Keep aside until the department queries**
- C. Request for outstanding documents/signatures from the user before uploading on the system.**

14. A user queries the status of a requisition. How do you advise them.

- A. Query requisition (FPMO2) and advise**
- B. Advise them to call procurement**
- C. Advise them to call the supplier and check if they have received the order**



15. A supplier is on the database but has requested for urgent payment before an order can be delivered. Do you advise them to

- A. Complete a yellow payment requisition form for urgent payment**
- B. Advise them that they need to abide by UKZN terms of payment**
- C. Pay COD**



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