MM010 – Purchase order request

This form:

* **Must** accompany all requests for **purchase orders unless** a **specific** **form** is used (see *SPECIFIC FORMS* section below)(See: [PPP002 – Threshold values for purchasing](https://uct.ac.za/sites/default/files/media/documents/uct_ac_za/48/ppp002.pdf) and [GEN002 - Delegated Authorities](https://uct.ac.za/sites/default/files/content_migration/uct_ac_za/48/files/gen002.pdf)).
* **Must** accompany all requests for **purchase orders for service contracts** **irrespective of value**; copy of contract to be attached.
* **May** be used for a purchase order of any value, based on departmental processes. If it is not used then an email approval from the Fundholder is required or [MM009](http://forms.uct.ac.za/mm009.doc) blanket approval.

Send the completed form to your Departmental Purchasers. Note: PO number and INVOICE are required for payment.

## Back-up purchasing services: Where no departmental purchaser is available, email the authorised MM010 form to: fnd-purch@uct.ac.za .

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SPECIFIC FORMS** | **Staff payment requests** | [FM032](https://forms.uct.ac.za/fm032.xlsx) | Subsistence and / or travel | [FM031](https://forms.uct.ac.za/fm031.xlsx) | Sundry or fieldwork advances | [FM030](https://forms.uct.ac.za/fm030.xlsx) | Mileage reimbursement  | [FM045](https://forms.uct.ac.za/fm045.xlsx) | Reimbursements (other than mileage OR subsistence and / or travel |
| **Special purchase orders** | [AS001](https://forms.uct.ac.za/as001.pdf) | Assets | [FM049](https://forms.uct.ac.za/fm049.xlsx) | Reimbursement (UCT external) |  |  |
| A. ORDER DETAILS **Note:** Purchasers are required to make use of the [Preferred vendors](https://www.staff.uct.ac.za/staff/finance-procurement-payment-services-uct-vendors/preferred-vendors) list when requesting an order. |
| Requester | Name |  | Tel. |  | Signature |  | Date |  |
| **Department** |  | **Purchasing group** |  | **Vendor number** |  |
| B. ITEM DETAILS |
| Item details: Invoice/ Quotation number short description of the item purchased (40 characters) | Qty. | **Unit net amount in original currency (excl. VAT)** | **Currency** | **Total ZAR amount (excl. VAT)** | **Fund number** | **Cost center/ Real internal order** | **GL account number** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |   |  |  |  |  |  |  |
| TOTAL |  |  |
| C. AUTHORISATION Additional authorisation required as per Financial authority limits [(GEN002)](https://uct.ac.za/sites/default/files/content_migration/uct_ac_za/48/files/gen002.pdf).  |
| The correct vendor selection procedure was followed for this purchase order value according to the [Threshold policy](https://uct.ac.za/sites/default/files/media/documents/uct_ac_za/48/ppp002.pdf) (PPP002). (Above R100 000 – two written quotes; above R500 000 – three written quotes; above R1 000 000 – tender via PPS. Quotes attached; see policy for exceptions).  | **YES** |  | **NO** |  |
| Is there a conflict of interest? | YES |  | NO |  | If yes, please provide details |  |
| **Note to fund holder:** Fund holder, by signing this expense you are aware and confirm that there is no direct conflict and the vendor is **not** a UCT staff member**.** If the vendor is a UCT staff member, please contact Vendor Management. |
| Fund holder  | Name |  | Signature |  | Date |  |
| Above R100 000: Unit Head (Unit Head - Dean/GSB Director or ED/Director: PASS Department/CFO) | Name |  | Signature |  | Date |  |
| **Above R2 000 000: DVC Research/CFO**  | Name |  | Signature |  | Date |  |
| D. PROCESSING DETAILS |
| Order created by: |  | PO number: |  | Date: |  |