



- When completing and sending this form, please note:
 - The MM010 **MUST** accompany all requests for **purchase orders unless a specific form** is used (see [SPECIFIC FORMS](#) section below) (See: [PPP002 – Threshold values for purchasing](#) and [GEN002 - Delegated Authorities](#)).
 - For **purchase orders for service contracts irrespective of value**; a copy of the contract must be attached (referencing the ******Perceptive contract repository number, if applicable).
 - If [MM009](#) (Authorisation to request purchase orders) approval has been obtained, it must be submitted together with the completed **MM010**.
- **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.
- **Note:** This is a fillable PDF form with form fields which **must be opened and completed in Adobe Acrobat Reader**. **Do not use Fill & Sign to add fields** as this will disable **all** the existing fields. Any remaining, incomplete fields will become **unusable**. When signing, select the **Sign method** and click in the **Signature** field to either insert an image of your signature or apply your digital signature.

SPECIFIC FORMS	Staff payment requests	FM032	Subsistence and / or travel	FM031	Sundry or fieldwork advances	FM030	Mileage reimbursement	FM045	Reimbursements (other than mileage OR subsistence and / or travel)
	Special purchase orders	AS001	Assets	FM049	Reimbursement (UCT external)				

A. ORDER DETAILS **Note:** Purchasers are required to make use of the [Preferred vendors](#) list when requesting an order.

Requester	Name		Tel.		Department		Date	
Purchasing group			Vendor name			Vendor number (if known)		

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](#)).

From page 1:	Authorised TOTAL (based on TOTAL field)		Vendor name		Date	
The correct vendor selection procedure was followed for this purchase order value according to the Threshold policy (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: By authorising this request, I confirm that there is no direct conflict of interest and that the vendor is not a UCT staff member. If the potential vendor is a UCT staff member, please contact Vendor Management immediately.						
Note:Signing instructions:	<ul style="list-style-type: none"> Do not use Fill & Sign to sign as this will disable all form fields, making any remaining, incomplete fields unusable. To sign: Select Sign method and click in Signature field to either Insert image of your signature or Apply digital signature. 			How are you signing?	Insert image (default)	Apply digital signature
	Name	Sign method	Signature	Date		
Fund Holder or Approval from Fund Holder per attached MM009						
Above R100 000: Unit Head (Unit Head – Dean/Director: GSB/ED/Director: PASS Department/CFO/Registrar)						
Above R2 000 000: DVC Research & Internationalisation/CFO						

D. PROCESSING DETAILS

PO created by		PO #		PO value (based on TOTAL)		Date	
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****Please note:** The contracts repository is in Perceptive Content, UCT's records management system. Contact your finance manager or assistant finance manager if you want to check if your contract has been uploaded to the repository using the [LS101 eForm](#). After upload an email is sent to the capturer and UCT signatories confirming contract ingestion with contract details and a unique contract number (e.g. "CON-000123").