



LAWYERS ALERT PROCUREMENT POLICY

Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. 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.

Methodology

LAWYERS ALERT shall observe certain practices in purchasing goods, equipment and services required for the needs of the organization 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. LAWYERS ALERT shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases under N100, 000. 00 (one hundred thousand) naira, a price survey by telephone of three suppliers will be sufficient for determining the supplier.
- For purchases above N100, 000. 00, (one hundred thousand) naira, a quotation/invoice shall be obtained from three local suppliers.
- Purchases 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.

Purchases

Employees making purchases 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 approved by the, has it approved by the President through his/her line manager if any and sends it to the finance unit.

b. Order form

The finance division issues the order form, after it is signed by the Executive Director. The concerned employee or the finance division will make the purchase successful on the basis of the order form

c. Delivery slip

After the purchase has been made, a delivery slip will be issued by the finance division to the supplier, who will sign it and give it back to the finance division.