



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

PROCUREMENT UNIT

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MEMORANDUM

TO: Deans, Heads of Departments

FROM: Ms. Jillian Karan
Procurement Services Manager and Secretary, Campus Procurement Committee

DATE: May 27, 2022

SUBJECT: **Guidance on the Use of the Procurement Requisition Form**

Reference is made to the Campus-wide procurement training which was recently conducted by the Procurement Unit. This correspondence seeks to provide further guidance on the use of the Procurement Requisition (PR) Form at the Faculty/Departmental level.

As a precursor, attached herein is the revised PR Form which must be used going forward before engaging in procurement activity.

Purpose of the Procurement Requisition (PR) Form

1. The PR form is designed to be a procurement planning tool and **must** be completed and approved prior to engaging in procurement activity. It is intended to promote accountability for procurement by Deans/Heads/Budget Holders at the Faculty/Departmental level, ensure the availability of funds and for overall reporting and record management purposes.
2. Generally, the PR Form must be used for the procurement of all goods/services/works estimated to exceed five thousand dollars (TT\$5,000) and for fixed assets purchases of all values. The form details a few other exceptions for use; however, any other extenuating circumstance which hampers its practical application can be discussed directly with the Procurement Unit for further guidance.
3. Subsequent to completion and approval of the PR Form, the goods/service/works required must be procured in accordance with procurement strategy proposed on the PR form and should, therefore, be carefully deliberated when planning the procurement activity.

Completion of the Procurement Requisition

4. Each Faculty/Department is responsible for completion of PR forms for procurement of goods/services/works that originate from within the respective area. The form can be completed by a senior technical officer, a project lead, the Administrative Officer or Administrative Assistant in the respective Faculty/Department, who will endorse Section 6 of the form accordingly. In instances where the procurement to be undertaken is being funded through Central Funding, the PR Form can be completed by the Procurement Executing Arm (PEA) identified for procurement execution and approved by the Dean/HOD of the requisite PEA, prior to submission to Bursary for final approval.
5. Where the procurement is being executed by a special purpose PEA (DFM, CPO, CITS) on behalf of another Faculty/Department, the requisitioner may need to collaborate with the special purpose PEA and other stakeholders to assist with determining the procurement strategy and for sourcing other details to aid in completion of the PR form.
6. Regarding completion and approval of the PR form, from an internal control perspective, there should be a separation of the roles of the requisitioner and the approver to avoid the same individual being responsible for making and approving the particular request. Responsibility for the first line of internal approval under Section 7 of the form rests with the Budget Holder.
7. In rare instances where the ultimate Budget Holder completes the form as the requisitioner, it should be advanced to that individual's direct senior report for final approval, to maintain the separation of requisitioner and approver.
8. The PR Form necessitates an estimation of the cost of the goods/services/works being sought. This will aid in determining the most appropriate PEA for execution of the procurement, as well as finalizing a suitable procurement strategy taking value and risk into account. At this stage Faculties/Departments are not required to produce or solicit quotations before identification of funding occurs. All that is required is a cost estimate of the procurement based on historical cost or having done an informal enquiry with the prospective vendor/s about prevailing unit costs or industry rates.

Approval of the Procurement Requisition

9. The Dean/Head/Budget Holder of each Faculty/Department/Unit is required to sign-off on all PR Forms generated therein in accordance with the following guidelines:
 - a) **PR Forms for all procurement valued below TT\$400,000** - once signed by the Dean/Head/Budget Holder, these forms must then be submitted to the requisite Financial Manager in the Bursary with oversight of the source of funding, via email or hard copy, for processing and funding allocation as specified in Sections 7 and 8 of the PR template respectively. The Financial Managers responsible for the various funding sources and to whom the relevant PR Forms should be submitted are as follows:
 - Students Amenities Fund, Halls of Residences, Guild of Students – Mrs. Carolyn Gooding, Senior Financial Manager (Students and Receivables)
 - Self-financing programme funds and funding for other special projects – Mrs. Mary Balbirsingh, Senior Financial Manager (Special Projects)
 - Campus Grants Committee (CGC) Funds and other funds managed by Budgets Section – Mr. Kevin Kalloo, Financial Manager (Budgets).

Subject to identification of the appropriate funding allocation, the requisite Financial Manager will then forward the PR Form where applicable, to the Deputy Bursar/Campus Bursar/Chair, CPC for final approval.

- b) **PR Forms for all procurement exceeding TT\$400,000** - once signed by the Dean/Head/Budget Holder, these forms must then be submitted via email to the Procurement Services Manager, Ms. Jillian Karan, who will subsequently engage the requisite Financial Manager and the Chair, CPC for confirmation of funding and final approval respectively.

10. Subsequent to approval, the PR form will be redirected to the Faculty/Department and the respective special purpose PEA where applicable, to proceed with the procurement process as specified on the approved PR Form.

Amendments to the PR form

11. In instances where circumstances change after approval of the PR form which warrants its amendment, any such post-approval amendments must be resubmitted for noting and ratification by the original approver. However, the contents of the originally-approved PR form should not be edited or removed.

The application and use of the PR form is expected to precede execution of all procurement activity, except where the exceptions apply and will affect all procurement undertakings across Campus going forward. Kindly liaise with the Procurement Unit at Procurement@sta.uwi.edu if there is need for further assistance or clarification during this period of transition. For ease of reference, the attached Procurement Requisition can also be accessed on the Procurement Unit's web page <https://sta.uwi.edu/procurement/>, along with the complete suite of procurement templates.

JK/

- cc. Mrs. Andrea Taylor-Hanna - Campus Bursar and Chair, Campus Procurement Committee
Mrs. Carolyn Gooding – Senior Financial Manager (Students and Receivables), Bursary
Mrs. Mary Balbirsingh, Senior Financial Manager, (Special Projects), Bursary
Mr. Kevin Kalloo, Financial Manager (Budgets), Bursary

Attch. (1): Procurement Requisition (PR)