

STANDARD OPERATING PROCEDURE

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| SOP NUMBER XLI-017-02 | PROCUREMENT OF OPERATIONAL GOODS |
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PART 1

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| <p>Author</p> <hr/> <p>MS RAELENE GALEA</p> <p>HEAD OF ACQUISITIONS DEPARTMENT</p> | |
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PART 2

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| <p>Approver</p> <hr/> <p>MR KEVIN J. ELLUL</p> <p>DIRECTOR LIBRARY SERVICES</p> | |
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PART 3

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| <p>Authoriser</p> <hr/> <p>MR SIMON SAMMUT</p> <p>UNIVERSITY SECRETARY</p> | <p>Date of issue:</p> <p>Date of next revision:</p> |
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PART 4 (To be filled in by OOTS, QSU or RSSD)

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| <input type="checkbox"/> This procedure has been revised and is no longer valid as from: <div style="text-align: right;">(Write date)</div> | <input type="checkbox"/> Date of NEXT REVISION is extended until: <div style="text-align: right;">(Max. 4 years)</div> | <input type="checkbox"/> SOP rendered obsolete on: <div style="text-align: right;">(Write date)</div> |
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1. Reason for revision

1.1 SOP Updated as per new template.

2. Purpose and scope

2.1 This procedure aims to portray the workflow process from when a request to order an operational item or service is made to when the said item or service is received.

3. Definitions

3.1 AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the University of Malta's (UM) dynamic demand.

3.2 Article: A purchase being made for anything including equipment, works and even services.

3.3 Good Receipt: Goods receipting tasks need to be carried out upon delivery of goods or at the time that an ordered service has been rendered. This will ensure timely payment to suppliers for the provided goods/services.

3.4 Purchase Order (PO): When all the necessary verifications are completed the requisition becomes a PO. The system generates a specific PO number which is printed on the PO document. A PO is a legal binding document between the supplier and the UM.

3.5 UM: University of Malta

3.6 Vote: The UM's global funds are split into various votes that are allocated to various departments/faculties/institutes etc

4. Responsibilities

4.1 Roles and Responsibilities of the Finance Office:

4.1.1 The Finance Office updates respective votes and accounts to reflect the purchases processed.

4.2 Roles and Responsibilities of the Head of the Acquisitions Department:

4.2.1 The Head of the Acquisitions Department must ensure that the costs incurred are covered by the respective vote available.

4.3 Roles and Responsibilities of the Library Assistant:

4.3.1 The Library Assistant is responsible for collecting the necessary details and quotations.

4.4 Roles and Responsibilities of the Administrative Officer

4.4.1 The Library Administrative Officer within the Office of the Director Library Services, raises the requisitions via AIMS to purchase the different articles.

4.5 Roles and Responsibilities of the Procurement Directorate:

4.5.1 Once the goods are received a clerk from the Procurement Directorate comes to the Library to attach the Fixed Asset Code after the goods are received.

5. Health and safety requirements

5.1 N/A

6. Procedure

6.1 Operational items requested by the Library

6.1.1 The orders requested for operational items are passed on the Procurement Directorate by the Administrative Officer from the UM Library Services. A purchase order (PO) is created on AIMS as follows:

- Fixed Asset Code (FA Code) as provided by Procurement Directorate Asset Manager is inputted.
- The item's description is entered.
- The quotations are attached to the purchase order.
- Supplier is selected and the vote number is specified.
- The PO is then sent for approval by the Director Library Services and then to Procurement.

6.1.2 The Library Assistant searches from the list of recommended UM suppliers for the supplier/s who can offer the requested article or service.

6.1.3 Three quotations are obtained from different suppliers. The cheapest quote is chosen and the Library Assistant compiles a Procurement Memo together with the three quotations. Only one quotation is required if the cost of the article or service is less than €232.94.

6.1.4 Documents attached with the requisition include email request, three different quotations, a quote evaluation report explaining the different quotes and a memo (Procurement Memo) explaining the selection of a supplier (normally being the cheapest).

6.1.5 This requisition is verified and approved by the Director of Library Services.

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| SOP NUMBER XLI-017-02 | SOP TITLE PROCUREMENT OF OPERATIONAL GOODS |
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- 6.1.6 Once all the necessary checks are carried out by the Procurement Directorate, therequisition is approved and becomes a Purchase Order.
- 6.1.7 Once the article is received, then the Invoice is forwarded for payment.
- 6.1.8 A clerk from the Procurement Directorate comes to the Library to attach the Fixed Asset Code after ther goods are received.

7. References

- 7.1 Procurement Memo, 2018, Available at http://www.um.edu.mt/procurement/intranet/formsprocedures/Procurement_memo_to_be_uploaded_in_AIMS.docx [Accessed 19th October 2020].

8. List of appendices/worksheets

- 8.1 N/A