

Appendix (3)

Purchase request procedures policy: -

Introduction: -

Under chapter (10\ Purchase) of the financial regulations have developed the ensuring procedures and steps regarding purchase requests within the institution (within the institution – within programs and projects) to achieve clear and transparent financial policy and information for all employees and which will be adopted as an approach of transactions for purchase.

Purchase requests procedures: -

**A. Within the Organization departments: -**

1. The employee in the Department submits a purchase request (PR) to the direct Manager for approval.
2. The department manager checks the request administratively and converts the purchase request (PR) to the Organization's accountant.
3. The Organization's accountant checks the request of financially and takes the following actions: –
  - Approval to the request if the amount is within his powers mentioned in (the fund disbursement powers limits policy).
  - Referral of the request to the Director of the organization if the amount is not within his powers and receives the approval for disbursement or rejection with mentioning the reason.
4. The Director of the Organization shall receive a purchase request (PR) from the accountant for requests of the amounts within his powers mentioned in (the fund disbursement powers limits policy) and are approved and issued a purchase\ disbursement order and returned to the accountant for disbursement.
5. The Director of the Organization to refer the purchase request (PR) to the Administrative Board if the amount of order is not of his powers.
6. The Administrative Board shall receive the purchase request (PR) for check and instructs the disbursement of funds for purchase if the amount of request is within its powers mentioned in (the fund disbursement powers limits policy).

**B. Within programs and projects:**

1. The administrative Officer in the program or project submits a purchase request (PR) to the accountant for approval.
2. The program or project accountant checks the request financially and takes the following actions: -
  - Approving the request and disbursing the requested amount if the amount is within his powers mentioned in (the fund disbursement powers limits policy).

- Referring the request to the program or project manager if the amount is not within his powers and receives the approval for disbursement by him or rejection in which mentioning the reasons if the amount is within his powers mentioned in (the fund disbursement powers limits policy).

4. The program or project manager shall receive a purchase request (PR) from the accountant for requests that its amounts are within his powers mentioned in (the fund disbursement powers limits policy) and are approved and issued a purchase\ disbursement order and returned to the accountant for disbursement.
5. The program or project manager shall refer the purchase request (PR) to the director of the Organization if the amount of request is not of his powers.
6. The Director of the organization reviews the purchase request (PR) and is approved and issues the order of disbursement for purchase and returned to the program or project manager instruct the accountant for disbursement. If the amount of request is within the limits of his powers.
7. The Director of the organization refers the purchase request (PR) to the administrative board of the organization if the amount of order is not of his powers.
8. The Administrative Board shall receive the purchase request (PR) for check and instructs the disbursement of funds for the purchase if the amount of request is within its powers and returned to the Director of the Organization who in turn converting it to the program or project to instruct the accountant for disbursement.