

Dear colleagues

Please be reminded that all stores requisitions for outsourced printing are currently being approved by Reprographic Services before a purchase order number is issued (see previous communiqué below). It has come to my notice that staff members are not adhering to the procedure as stated in our previous email.

The following extracts have been taken from the NMMU Purchasing Policy. Paragraph 5 states the following:

“Section 5.1: NMMU uses a system of centralized purchasing. All purchases of a capital nature (assets) as well as all consumables and services must be channeled through the Purchasing Department by means of a duly authorized requisition.

The following must be noted: No supplier may be instructed to deliver goods or services without an official order number. All invoices and delivery notes from suppliers should reflect the official NMMU order number. Only the Purchasing Department may process or place official orders.

Section 5.2: **No Official order, no payment:** The University’s official order is an acceptable and binding contract between NMMU and the vendors. No payment will be made to any supplier for goods, services or equipment delivered, if such purchase is not covered by an official order. It is essential that orders be generated **prior** to the purchasing of goods or services.”

Your cooperation in this matter will be greatly appreciated.

Regards

John Anderson

Manager Reprographic Services
X2510

From: NMMU-Communique
Sent: Friday, November 09, 2007 12:30 PM
To: * ALL NMMU STAFF
Subject: Outsourced printing

Dear colleagues

Reprographic Services provides a typesetting, printing and binding service to all departments/divisions/faculties at NMMU. If you are planning ANY kind of printing, please discuss your requirements with John Anderson (x2510) or Janet Flesch (x3227) before contacting outside printing firms. If Reprographic Services are not able to do the work required, staff may proceed to outsource the work in line with the Procurement Policy.

All requisitions for outsourced printing will in future be submitted to Reprographic Services by Stores for approval before an order number is issued.

This step has been taken in the interests of ensuring that work which **can** be done internally is not needlessly sent to external printing firms.