



THE UNIVERSITY OF THE WEST INDIES, MONA CAMPUS

Procurement Policies and Procedures Manual

3 GENERAL PROCUREMENT

3.1 Introduction

All employees of the UWI Mona Campus, charged with authority in the procurement of goods, services and works, are expected to act responsibly and make decisions that will ensure the continued and efficient operation of the Campus.

Purchasing for the greater part is decentralized across the Campus. The exception exists for the stocking of the General Stores Department of the Bursary. Faculty and staff in the schools and departments make most buying decisions. Whenever a purchase is initiated by the preparation of an internal purchase requisition, a commitment is established against the Campus funds provide that the following has taken place:

- A legitimate need has been identified
- Competitive bids have been requested and received, where required
- All supporting documentation for the request has been secured

Department purchases fall into the following two categories

- Recurrent
- Capital

Recurrent purchases refer to the acquisition of office supplies, teaching and research materials and repair and maintenance services. These purchases are funded from department's annual budget allocation. The Head of the Department is the designated Budget Holder vested with the authority to approve all expenditures provided for in the department's budget.

When a department wishes to place an order for goods or services, for which a budget allocation has been made, the first step is to prepare a purchase requisition. A purchase requisition is a request to order, not an order itself. Completion of the requisition alone does not constitute an order. A purchase order is a contract between the UWI Mona Campus and a supplier. In addition to the description of the goods or services ordered, price, delivery and payment terms, it outlines (on the reverse of the document) the procurement terms and conditions of the UWI Mona Campus (see appendices). A purchase order is required for all procurement transactions. Only the Purchases Unit of the Bursary is authorized to issue purchase orders.

Commitments to suppliers by UWI Mona Campus personnel in the absence of an approved purchase order are not binding and shall not be honoured for payment.



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Capital purchases refer to all procurement transactions that can be categorised as fixed assets, costing in excess of \$10,000 and with a useful life of more than one year. These include the construction of a new building or infrastructure or physical alteration to an existing building or infrastructure, acquisition of equipment and furniture. Such purchases are primarily funded from the Campus' central budget.

Departments should outline their requests for capital purchases in writing and route them as follows:

Projects Office - for construction of new building and/or infrastructure or extensions to existing buildings for onward submission to the Grounds, Buildings and Premises Committee

Maintenance Services Department – a) for renovation or physical alterations to existing buildings and infrastructure for onward submission to the Grounds, Buildings and Premises Committee b) for alteration to the internal configuration of an existing building

Bursary Purchases Unit – for acquisition of equipment, furniture etc

Though capital purchases are generally funded from central expenditure given the limited resources for this purpose, departments are permitted to purchase capital items, such as items of furniture and small equipment, out of departmental budget allocations **provided such purchases do not compromise the department's ability to satisfactorily meet the recurrent needs of the department.**

3.2 Dollar Limits and Requirements

Procurement transactions and the rules that govern how they are managed are based upon the aggregate dollar amount and the type of purchase. Supporting documentation and price quotations shall be maintained as part of the Department's purchasing file as well as faxed or e-mailed to the Purchases Unit upon request with the reference to the assigned purchase requisition number. The guidelines are as follows:

3.2.1 Recurrent Purchases

Transactions for \$50,000 and less

The procurement of goods and services for amounts of less than or equal to \$50,000 shall be made with as much competition as is practical and deemed necessary by the Department Head.

This may include verbal or written quotations from three or more vendors.

Transactions from \$50,000 up to \$500,000

Purchasing transactions from \$50,000 to \$500,000 shall be made with as much competition as is practical and deemed necessary by the Department Head.

A minimum of three written quotations **must be obtained.**



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Transactions for \$500,000 and Over

Purchase transactions greater than \$500,000 shall be made with as much competition as is practical and deemed necessary by the Department Head.

A minimum of three written quotations must be obtained.

Where capital purchases are to be funded from departmental budget allocations the above procedures apply.

3.2.2 Capital Purchases

Transactions for less than \$50,000

The procurement of goods and services in amounts less than \$50,000 shall be made with as much competition as is practical and deemed necessary by the Department Head.

This may include verbal or written quotations from three or more vendors..

Transactions for \$50,000 to Under \$500,000

Purchasing transactions from \$50,000 to under \$500,000 shall be made with as much competition as is practical and deemed necessary by the Procurement Manager.

A minimum of three written quotations **must be obtained**.

Transactions for \$500,000 and over

Purchasing transactions exceeding \$500,000 require competitive sealed bidding utilizing the Invitation to Tender Process. This process is out lined in Section 4 of this manual.

The tender process shall be initiated by the Maintenance Services Department, the Projects Office or the Procurement Manager depending on the type of the procurement as outlined in section 3.1 or as may be specifically assigned by the Grounds Building and Premises committee.

3.3 Categories of Procurement – Recurrent

There are three types of recurrent purchases

- Routine,
- Scheduled and
- Emergency

These types of procurement are discussed in detail below.

Routine

The acquisition of frequently used supplies, materials and services necessary for the operation and maintenance of a department for which an annual budget allocation is made to a



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Department/ Faculty are classified as routine. These purchases are initiated by the preparation of an on-line purchase requisition that must be approved by the Budget Holder and then routed to the Purchases Unit electronically via the Finance system for the preparation of a purchase order.

Scheduled

The acquisition of services (i.e. maintenance of computer hardware or software, copy machines or air conditioners) by a department which will be performed at specific intervals over a period of at least one year. Payments for these services are usually scheduled at specific intervals. A department is required to prepare a single purchase requisition for the total amount for the service period, obtain the requisite approvals and then route the requisition to the Purchases Unit with a faxed pro forma invoice for the preparation of a standing purchase order. Departments are required to maintain a log of the services rendered and the supporting receipts, delivery slips and certified invoices (indicating the standing order number) from the suppliers to be submitted at the end of the contract to the Purchases Unit as proof of the delivery of the service. (see Department Service Log Form in the appendices).

Certified suppliers' invoices are to be sent to the Bursary throughout the year as draw downs on the standing purchase order are needed.

Emergency

Emergency purchases are acquisitions of equipment, goods or services to prevent /alleviate

- Threats to the safety, health or welfare of students staff or the public
- damage or destruction to University property or facilities
- disruption of services vital to the operation of the University

Prior to the acquisition the Purchases Unit shall be contacted and the requisite authorization obtained. The normal quotation process may be waived under such circumstances. However, supporting documents and justification must be provided to the Purchases Unit within 48 hours of the transaction to substantiate the purchase.

3.4 Categories of Procurement - Capital

Types of procurement falling under the Capital category are :

- New buildings and infrastructure and extensions to existing buildings
- Alterations to existing buildings and infrastructure,
- Acquisition and installation of equipment,
- Acquisition of motor vehicles, furniture, appliances and other movable capital assets
- Microcomputers, peripherals, and



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- Emergency.

These types of procurement are discussed in detail below.

Buildings and Infrastructure

Departments should outline their needs in writing and submit them to the Projects Office (for construction of new building and /or infrastructure and building extensions) or to the Maintenance Department (for renovation or physical alterations to an existing buildings and infrastructure). Whenever a University department requires capital works that will require alteration to existing electrical or plumbing systems or do works that will interface with the existing Campus infrastructure, the requirements must be processed through the Maintenance Department, regardless of the amount of money involved or the source of funds.

Acquisition and Installation of Equipment

Departments that wish to purchase equipment that involves utility connections and/or building alterations; e.g., air conditioners, large computer installations, water coolers that require plumbing connections, etc., shall contact the Maintenance Services Department prior to dispatching their purchase requisition to Purchases Unit. The Maintenance Services Department must determine whether present building facilities are adequate to carry the load and if the structure of the building is sufficient to house the equipment. Initial contact with the Maintenance Services Department shall be made through their Customer Service section and will be subject to the Work Order process. The department shall ensure that the appropriate manuals, circuit diagrams, specifications for installation, use and warranty for equipment acquired are delivered to the Maintenance Services Department.

Departments that wish to purchase equipment related to teaching and research instrumentation shall contact the Electronics Unit prior to dispatching their purchase requisition to the Purchases Unit. The Electronics Unit will assist in the sourcing and assessment of the equipment including liaising with the Maintenance Services Department to determine whether present building facilities are adequate to carry the load and if the structure of the building is sufficient and appropriate to house the equipment. Initial contact with the Electronics Unit should be made through their Customer Service section. The department shall ensure that the appropriate manuals, circuit diagrams, specifications for installation, use and warranty for equipment acquired are delivered to the Electronics Department.

Motor Vehicles, Furniture, Appliances and Other Movable Assets

Where a department requires funding from Campus Central expenditure for these types of capital assets written requests must be sent directly to the Procurement Manager who will ascertain whether funding is available to accommodate the request and notify the department accordingly. If funding is identified the transaction will be processed in accordance with the applicable requirements based on the value of the purchase as set out in section 3.2.2.



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Microcomputers, Peripherals and Information and Communication Technology

Certain makes and models of microcomputers and associated hardware have been adopted as standards for use at the University. The University maintains and coordinates contracts and agreements for the purchase of approved and supported hardware and software that result in significant discounts and improved overall support. Any purchase varying from these standards requires the individual written justification and approval of the Purchasing Manager.

When formulating requirements, departments are encouraged to contact the Mona Information Technology Services (MITS) Unit regarding computer standards, recommended vendors, and an appropriate procurement approach. Purchase Requisitions for microcomputers, monitors, printers must be routed through the Chief Information Officer at MITS. All requests for acquisition and installation of information and communication technology infrastructure must be submitted to the Chief Information Officer for consideration.

Emergency

Emergency purchases are acquisitions of equipment, goods or services to prevent /alleviate

- Threats to the safety, health or welfare of students staff or the public
- damage or destruction to University property or facilities
- disruption of services vital to the operation of the University

Prior to the acquisition the Purchases Unit shall be contacted and the requisite authorization obtained. The normal quotation process may be waived under such circumstances. However, supporting documents and justification must be provided to the Purchases Unit within 48 hours of the transaction to substantiate the purchase.

3.5 Procedures for Procurement of Goods and Services

3.5.1 Recurrent Expenditure

Requisitioning and Ordering

Each department shall identify its requirements for goods and services and identify potential suppliers from the list of approved suppliers maintained in the Banner system. The University shall not honour liabilities in respect of purchases from unapproved suppliers. In the event that goods or services can only be obtained from a supplier who is not on the approved list, the responsible officer in the department shall complete a copy of the Vendor Request Form (see appendices) and submit to the Purchases Unit. .

The responsible department officer shall contact at least three suppliers to obtain quotations in respect of purchase requirements. Quotations or pro-forma invoices shall be obtained in



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writing when the value of proposed purchases exceeds J\$50,000. Such quotations must be sent to the Purchases Unit by fax, e-mail or direct mail to support the purchase requisition.

When a supplier is selected, the responsible officer in the department shall access the BANNER system and prepare a purchase requisition entering all information as required by the purchase requisition screen. The completed requisition shall be sent on-line to the budget holder of the department for approval. The budget holder will be notified on-line when purchase requisitions have been submitted for approval. If the requisition is approved, it is sent online to the Budget Officer in the Bursary. If the requisition is not approved, it is returned online to the Budget Holder for action.

In the Bursary, the Budget Officer shall review approved purchase requisitions to determine whether the system has identified any items as not sufficient funds (“NSF”) in relation to the budget of the requisitioning department. Purchase requisitions approved by the Budget Officer are sent on-line to the Purchases Unit queue.

In the Purchases Unit, the responsible officer will check the information set out in the requisition for accuracy and completeness and establish the commitment on the system by preparing a purchase order, which is linked to the purchase requisition. The pro-forma invoice will be required to specify the details related to the items or services requested and the delivery of same.

The Purchases Unit may also change the supplier on the basis of quality, price and delivery and advise the requisitioning department of the change.

Purchase orders shall be sent to the head of the Purchases Unit for approval on-line following which purchase orders shall be printed in quadruplicate and signed by the appropriate person in the Purchases Unit. Signed purchase orders (excluding those for foreign suppliers) shall be sent by bearer to the General Consumption Tax (GCT) Office for zero-rated stamping. The GCT Office shall retain one copy of the purchase order.

When stamped purchase orders are returned from the GCT office, two copies shall be placed in compartments assigned to the departments in the Purchases Unit, for collection by the requisitioning departments. One copy shall be kept in the Purchases Unit.

Requisitioning departments shall collect approved, GCT-stamped purchase orders from the Purchases Unit. The original shall be dispatched to the supplier and the green copy kept by the requisitioning department to await delivery of goods or receipt of service from the supplier.

All local purchase orders are valid for a period of three (3) months whereas foreign purchase orders are valid for a period of four (4) months after which the Purchases Unit reserves the right to terminate in the absence of a request for an extension from the department.



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Prepayments (Deposits on Jobs)

Prepayments pose a risk and are therefore NOT encouraged. However, where an advance is required and authorized, a maximum prepayment of 40% will be processed on request. All local prepaid cheques requested MUST be collected by the department and delivered to the supplier with a copy of the purchase order, the pro-forma invoice and the Prepayment Acknowledgement Form (see appendices).

The delivery of the deposit cheque must be completed with a signature from the supplier on the Prepayment Acknowledgement Form, which must be returned to the Purchases Unit by the department.

Receival

On receipt of goods or service, the Budget Holder of the receiving department shall verify receipts of the goods in accordance with the purchase order, sign the supplier's invoice and attach the invoice and/or delivery slip to the green copy of the purchase order acknowledging satisfactory receipt of goods or service. For partial delivery, the receiving department shall photocopy the purchase order and indicate the portion of delivery that has been completed on the copy purchase order. The department shall retain the original purchase order until delivery is completed.

Approved invoices with copy purchase orders attached shall be sent to the Customer Service section of the Bursary. Customer Service shall record the documents in the log as to Supplier Number, Invoice Number and Requisitioning Department. Documents shall then be sent from Customer Service to the Purchases Unit.

In the Purchases Unit, the receipt of goods or services shall be reconciled with the purchase order and received on the system. The documents shall then be passed to the Accounts Payable section for invoice processing.

Invoice Settlement

On receipt of purchasing documents, the Accounts Payable Clerk shall access the invoice screen in BANNER and enter invoice details linking the system invoice to the system purchase order.

The Accounts Payable Manager shall review the documents and approve transactions online.

Invoices shall then be split into batches for distribution to the cheque signers.

Cheque signers shall approve invoices on-line with reference to supporting documents and then return documents to the Accounts Payable section.



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In the Accounts Payable section, the invoice selection report shall be generated. The report along with documents shall be sent to the Cheque Production section. Cheques will be printed and affixed with the first signature.

Cheques shall be attached to documents and distributed among cheque signers. Cheque signers return signed cheques and documents to the Cheque Processing section where the cheques are separated from the documents and cheque counterfoils. Cheques along with the Cheque Register are sent to the Cashier for distribution to suppliers. Suppliers may collect cheques from the Cashier.

Invoices with copy purchase orders and cheque counterfoils shall be filed by the responsible employee in the Cheque Production Section and sent to the filing room for storage.

Internal Suppliers

In certain circumstances, goods and services will be acquired from internal University departments. This section describes procedures for obtaining goods and services through these internal suppliers.

General Stores

The requisitioning department shall prepare a Stores requisition entering all information as required by the form. The completed requisition shall be sent to the budget holder of the department for approval. The budget holder shall approve the requisition and forward the approved requisition to Stores.

In the Stores, the Store Clerk shall select the required items. The Stores Manager shall check off items against the requisition and either deliver items to the requisitioning department or hand over items to bearer from the requisitioning department. Stores shall charge a fee for delivery.

The stores requisition shall be signed by the requisitioning department to acknowledge receipt of goods. The yellow copy of the requisition shall be kept by the requisitioning department to identify charges which are to be passed in the department's accounts. The Stores Clerk shall access the BANNER system and enter the requisition to the Stores Issue module.

Electronics Unit

Request for services for all teaching and research instrumentation - including multimedia/conferencing equipment - shall be routed through the Electronics Unit. The department shall call the Electronics Unit and the job will be logged.

A department may choose the Electronics Unit or an external supplier to execute the job.



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If equipment is to be serviced internally, the Electronics Unit shall provide to the department an estimate of the cost to carry out the job. On acceptance and approval of the estimate by the requisitioning department, the Unit shall carry out the job.

When the job is completed, the service provider shall obtain a job completion certificate signed by an authorised representative of the requisitioning department, to indicate satisfaction with the service and approval for charges.

If the Electronics Unit determines that the equipment is to be serviced by an external contractor, the supplier selected must be from the Electronics Unit list of Approved Suppliers and Maintenance Providers. The Electronics Unit shall work in conjunction with the departments and the supplier in meeting the desired objective. Upon completion of the job, the department is required to sign off with the Electronics Unit to confirm that the repairs have been satisfactorily completed.

If the Electronics Unit determines that it is not cost effective to repair the equipment, the client department must be provided with a report on the condition of the equipment and a recommendation regarding replacement and disposal.

Mona Information Technology Services Unit (MITS)

Request for services related to information technology must be routed through the MITS Unit. The request will be logged at the Help Desk in MITS. A technician will be sent to the department for an evaluation to be made. Technical services will be provided either by the MITS staff or the requesting department will be advised of an external service provider. MITS will be responsible for making all arrangements with the external service provider if such is required and will forward a supplier pro forma invoice approved by MITS to the department for the on-line entry of the purchase requisition.

Maintenance Services Department

Whenever a department intends to alter the existing electrical wiring or plumbing systems, or do other work that will interface with the existing campus infrastructure, the requirements must be processed through the Maintenance Services Department, regardless of the amount of money involved or the source of funds.

For “simple jobs” (e.g. repairing locks) and for maintenance services under \$50,000 a department may contact suppliers directly using the University’s list of approved contractors which is available on the Web Site. Guidelines regarding the cost of a sample of maintenance jobs are also provided on the Web Site. Once an estimate has been obtained and accepted, the Department is required to enter the Purchase Requisition in the Banner system and submit to the Bursary for processing before the contractor is instructed to proceed. **If a department uses an external contractor to provide maintenance services, the contractor shall not be**



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retained by the department on an ongoing basis (i.e., services may be requested on an as needed basis).

Where a department has difficulty in assessing a job, they are encouraged to contact the Maintenance Services Department via their Customer Service Unit. The Maintenance Department will dispatch the relevant personnel to evaluate the request and via a Request Estimate advise the department of the cost for carrying out the job. The department is then required to accept the estimate, enter a Purchase Requisition in the Banner system and arrange for a Purchase Order to be prepared before the work is done. Once the appropriate documentation and approvals are in place, the Maintenance Services Department will monitor the progress of the job and recommend payment on completion, subject to the Departmental sign off.

For maintenance services with costs greater than \$50,000 but less than \$500,000, departments are required to log their request through the Customer Service Section of the Maintenance Services Department. The Maintenance Services Department will visit the site, identify the scope of the work and invite three quotations from contractors that appear on the Approved Contractors List. The Maintenance Services Department shall evaluate the quotations and select a contractor/supplier. For the selected supplier, Maintenance Services will via a Request Estimate advise the department of the cost for carrying out the job. The department is then required to accept the estimate, enter a Purchase Requisition in the Banner system and arrange for a Purchase Order to be prepared before the work can commence. Once the appropriate documentation and approvals are in place, Maintenance will monitor the progress of the job and recommend payment on completion, subject to Departmental sign off.

For maintenance services in excess of \$500,000, departments are required to submit their request in writing to the office of the Deputy Estate Manager, Technical. The Maintenance Services Department will visit the site and identify the scope of the work. If service requested is of a grounds/buildings nature, the request shall to be routed by the Maintenance Department to the Grounds, Buildings & Premises Committee for preliminary approval and funding.

The Maintenance Department (in collaboration with external professionals where necessary) will prepare tender documents and specifications for the work, invite three tenders from contractors that appear on the Approved Contractors List, evaluate the tenders and route the documents to the Tenders Committee for processing - including acceptance and tender award. Where appropriate (based on value and complexity of the job) the contracting procedures documented in Section 4 of this document will be applied. The requisitioning department and the Procurement Manager shall participate in the Tender evaluation process. Once the tender is awarded, the Procurement Manager will arrange for a Purchase Order to be prepared. Maintenance Services will monitor the progress of the job and make recommendations for payments.



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Reporting of Defects

For any works supervised by the Maintenance Department if defects are identified once the job has been completed and paid for, the defects should be reported to the Maintenance Department for remedy.

Payment to Internal Suppliers

The service provider shall prepare a pre-numbered invoice charging the requisitioning department for work completed. The requisitioning department shall sign the invoice in acceptance and send approved invoice to the Bursary for settlement.

If payment is to be made to a Campus department funded by the University budget, it shall be done by a journal entry whereas if payment is to be made by a self-financing department or special project it shall be done by cheque.

Purchase Procedures for Stores Department

When Stores identifies purchasing requirements, an indent form shall be prepared and sent to the Purchases Unit where the purchasing process shall be executed from preparation of purchase order and continue as described in the preceding paragraphs.

3.5.2 Procedures for Emergency Purchasing

When the need for the procurement of goods or services on an emergency basis (as defined) arises, the Head of Department shall direct the preparation of a purchase requisition.

The person responsible for preparing the purchase requisition shall identify suitable suppliers and establish their ability to supply the goods/services required on a timely basis at a reasonable cost. The Head of Department shall consult with the Purchasing Unit and select a supplier. The selected supplier and the agreed price shall then be entered in the space provided on the purchase requisition. If the supplier is not on the approved list, the Purchases Unit shall add the name to the list, having satisfied itself that all requirements for addition have been met.

The requisitioning department shall complete the purchase requisition, which shall indicate clearly that the goods/services are to be acquired on an emergency basis and shall include the following details:

- supplier name and address
- description of goods/service ordered
- quantity of goods ordered
- unit cost
- total value
- the reason goods/services were required on an emergency basis.



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The purchase requisition shall be approved on-line by the Head of Department. The purchase requisition shall then be sent immediately online to the Purchases Unit where a purchase order number shall be assigned. The purchase order number shall be quoted to the supplier and noted on the requisition. The requisitioning department representative shall contact the supplier and order the goods/services required, on the terms agreed between the supplier and the requisitioning department.

The Purchases Unit shall generate the purchase order with the pre-assigned number from the information set out in the purchase requisition. The supplier shall be advised to exclude GCT from invoice and that a purchase order with GCT exemption approval will be forwarded to the supplier.

If GCT exemption is required, all three copies of the purchase order shall be sent to the GCT office for zero-rated stamping. The GCT office shall retain one copy. The original shall be sent to the supplier. The Purchasing Department shall place one copy in the Emergency Purchases file. The green copy shall be collected by the requisitioning department to be attached to the suppliers invoice and sent to the Bursary for settlement.

Goods purchased on an emergency basis shall be collected by a bearer from the requisitioning department or delivered to the requisitioning departments by the supplier, as appropriate. An authorised department representative shall sign the supplier's invoice and/or other supplier documentation in acknowledgement of satisfactory receipt of goods or services.

The responsible officer in the requisitioning department shall access the system and record receipt of goods or services. Approved invoices with the green copies of purchase orders shall be sent to the Customer Service section of the Bursary. Customer Service shall record the documents in the log as to Supplier Number, Invoice Number and Requisitioning Department, before passing the documents to the Accounts Payable section for invoice processing.

The Purchases Unit shall maintain a log of all emergency orders which shall set out the items purchased, quantities, suppliers, the requisitioning departments and the reason for the purchases being made on an emergency basis.

3.6 Internet-based/Online Procurement

Purchases of this nature shall be available through the Purchases Unit of the Bursary which will accommodate individual transactions up to a value of US\$1,000.