

Zululand District Municipality (DC26)

Lot B-400, Gagane Street, Ulundi 3838 Tel: 035 874 5500 Fax :035 874 5589



SCM Compliance Checklist

Payment Voucher Number: _____

Levels	Compliance	Compliance yes/no	Comments
	Written requisition authorised by HOD and approved by CFO.		
Level 0	<=R500 Petty Cash One verbal quotation.		
Level 1	>R500 and <=R2000 at least 1 written quotations. Prior to ward, written confirmation of successful quotation.		
Level 2	>R2000 and >= R30 000 At least 1 written quotation and 2 verbal quotes <=R10 000 At least 3 written quotations for >=R10 000 up to R30 000 Accredited supplier or alternatively meets the criteria. MBD4 to be completed. If less than three quotation obtained, CFO approval. If order is >R10 000 check that supplier is not on the national treasury database of restricted suppliers. Original valid tax clearance certificate for quotation >R15 000.		
Level 3	>R30 000 and <=R200 000 At least 3 written quotations. Accredited supplier, or alternatively, meets the listing criteria. MBD4 to be completed. If less than three quotations obtained, CFO approval At least 7 days' advertisement on the notice board and municipal website. Award to be made on the preference points system, with a valid BBBEE certificate. Check that supplier is not on the National Treasury Database of the restricted suppliers. Original valid tax clearance certificate.		
Level 4	>R200 000 (competitive bidding) Refer to separate checklist Written purchase order approval by SCM Manager and CFO Supplier invoice to be approved by CFO and MM Ensure that payment is effected within 30 days of date of receipt of supplier invoice.		

compiled by _____ signature: _____ date: _____

comments: _____