



African Heritage Institution

Procurement Policy

Policy and administration

African Heritage Institution's (AHI) policy on purchases is to ensure that all procurements occur within the stipulated policies, budget provisions and by tender, where applicable.

The Finance Manager is responsible for most of the procurement of goods and services that are consumed or utilized by AHI.

Ordering and Receiving Procedures

The procurement procedures start with the completion of a requisition form being completed by the user department. The department head approves it.

The level of authority for requisition will be determined by the following limits of authorization.

Procurement Limit	Procurement Method	Final Authorization By
From N11,000 to ₦5 Million	Invitation of Suppliers' Quotation	Executive Director
From N5,000,000.00 to N25,000,000.00	Invitation of Suppliers' Quotations	Executive Director and Chairperson of Board
Over N25,000,000.00	Tender	Executive Director + 1 other Board member + Chairperson

At least 2 vendors/suppliers should be invited to give quotations from which the Finance Manager would make an independent recommendation for Executive Director's final approval/rejection.

The original copy goes to the supplier, duplicate to the Finance department

When the goods are delivered, the Internal Audit officer verifies the Delivery Note against the invoice and the goods with respect to the quantity, price, specification and condition of the goods.

Finance Department's copy of Contract Agreement and Delivery Note are attached together to enhance preparation of cheque by the Finance department.