



Ref No.: CL.16

19th February 2024

## NOTICE

### Adherence to Procurement Processes

The University community, particularly officers involved with procurement issues, are reminded that all procurement requests for goods, works and services are to be routed through laid out procurement processes either through the Central Administration or at the College level. Officers who are mandated to approve purchase requests should refer all requests they approve to the relevant procurement officer at either the Central Administration, College or School level, for the request to be taken through the approved procurement processes.

**This includes goods, works and services for research projects.**

Examples of goods, works and services are listed below but it should be noted that the list is not exhaustive.

**Goods** - Vehicles, computers, furniture, food items, animal products, fuel and lubricants, etc.

**Works** - New construction, renovations, reconstruction, repairs, road works, roofing works, painting works.

#### **Services**

- **Consultancy services** - Works supervision, training needs assessment, project design and building, development of manuals, insurance broker services, advisory services, IT consultancy, etc.
- **Technical services** - Repair and servicing of office equipment (photocopiers, printers, Computers etc.), repair and servicing of lawn mowers, vehicles, generators, building drawings, cadastral plans, etc.

- **General services** - Gardening, cleaning, laundry services, maintenance of sports fields, catering services, hiring of mobile toilets, hotel and conference services, engagement of artistes to perform during official programmes, rentals, cleaning of carpets, online resources, payment of subscriptions, payment of accreditation fees to external agencies, air ticketing, etc.

Staff of the Internal Audit Directorate will not pass payment vouchers for transactions that have not gone through due procurement processes.

Staff of the Finance Directorate will not process payment for transactions that have not gone through proper procurement processes.

It is the expectation of management that all officers who deal with the procurement of goods, services and works as well as processing payment for these will take note and act accordingly.

*A series of information sessions on procurement will be held soon, and all officers involved in procurement processes in the University are expected to attend these sessions when they are announced.*

Officers who do not comply with the processes as detailed above, will be held personally liable for costs to the University as a result of their non-compliance, and will also be subject to appropriate institutional and national sanctions.



**Mrs. Emelia Agyei-Mensah**  
**Registrar**

**Distribution**  
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