

## **LOW VALUE AND MINOR PROCUREMENT**

This comes to inform the University Community that the Logistics Directorate has started the implementation of Low Value and Minor Procurement as introduced by the Public Procurement Authority (PPA).

The thresholds for the low and minor procurements are given below:

### **Low Value Procurement:**

- |                         |             |
|-------------------------|-------------|
| 1. Perishable Items     | - GH¢10,000 |
| 2. Non Perishable Items | - GH¢5,000  |

### **Minor Procurement:**

- |  |             |
|--|-------------|
| 1. Goods   | - GH¢30,000 |
| 2. Works   | - GH¢30,000 |
| 3. Services  | - GH¢30,000 |
| <div style="display: flex; align-items: center;"><div style="margin-right: 10px;"><ul style="list-style-type: none"><li>- Technical,</li><li>- Consultancy &amp;</li><li>- General Services</li></ul></div><div style="font-size: 3em; margin-right: 10px;">}</div><div></div></div> |             |

The forms for these Methods of Procurement have been simplified to reduce the bureaucracy associated with other Methods of Procurement. These methods can be used subject to approved purchase request by the authorized officer.

The Central Materials Officer and all the College Materials Officers have been trained on how to use the forms and copies of the forms have been given to them.

The processing of the Low and Minor Procurement request should be done through the Central Materials Officer for Directorates and Units which fall under Central Administration and College Materials Officers of the various Colleges.

It is our hope that the University Community takes advantage of these initiatives to reduce delays associated with procurements which falls within the above thresholds.

Thank you.

approval of the purchase requests as follows:

**1. Central Administration**

All Directorates/ Units/Departments that fall under the Central Administration and Traditional Halls, should send their purchase requests to the Registrar for approval after which the Central Materials Officer would go through the necessary processes to award the contract.

**2. Pro Vice-Chancellor (ASA)**

All the Directorates/Units/Institutes that fall under the Office of the Pro. Vice-Chancellor (ASA) should send their requests for approval before the Central Materials Officer can process the request.

**3. Pro Vice-Chancellor (RID)**

All the Directorates/Units which falls under the Office of the Pro. Vice-Chancellor (RID) should send their requests to the Pro. Vice-Chancellor (RID) for approval before the Central Materials Officer takes procurement action on the requests.

**4. College Level**

At the College level, all purchase requests should be approved by the respective Provosts before the College Materials Officer at the College can initiate procurement action by filling the necessary forms to be signed by the authorized officers to award the contract for the procurement of Goods, Works and Services.