Boschhoek Mountain Estate

PROCUREMENT POLICY

1. Payment for goods or services received shall be paid in accordance with the Expenditure Policy as approved by the Board
2. Expenditure shall only take place if the Request to Purchase form has been submitted and approved.
3. Once approval to purchase has been obtained and the goods have been received, payment shall be made as per the terms of payment of the order.

EXPENDITURE POLICY

1. The following are the Expenditure limits and approval requirements:
* 0 – R5 000.00 Petty Cash
* R5 001.00 - R20 000.00 One Board Member - 2 Quotations required
* R20 001.00 - R50 000.00 Two Board Members - 3 Quotations required
* R50 000.00 + Approval by the HOA AGM