

| <b>PURCHASING</b>         | <b>Responsible</b>                   | <b>Accountable</b>                 | <b>Consulted</b>                      | <b>Informed</b>   |
|---------------------------|--------------------------------------|------------------------------------|---------------------------------------|-------------------|
| Needs identification      | Requestor                            | Requestor                          | Technical adviser                     | Procurement lead  |
| Raise requisition         | Requestor                            | Requestor                          | Technical adviser                     | Procurement lead  |
| Obtain internal approvals | Requestor                            | Requestor                          | Budget holder<br>Finance              | Technical adviser |
| Raise purchase order(s)   | Procurement lead                     | Procurement and supply chain dept. | Budget holder<br>Finance<br>Requestor | Requestor         |
| Goods reception           | Warehouse<br>Proc. lead<br>Requestor | Procurement and supply chain dept. | Technical adviser                     | Requestor         |
| Payment                   | Finance lead                         | Finance dept.                      | Procurement and supply chain dept.    | Requestor         |