



## **MCOBA – Vendor Management**

### ***Policy and Approach***

#### **General Notes:**

- Vendor management is a function owned and driven by the MCOBA Operations Manager.
- Key measures of success include but not limited to:
  - Use of Old Boys as vendors
  - Competitive pricing
  - Reliable service and operations
  - Long term relationship with Vendors
- A list of approved Vendors is stored on Standard Bank Online
- New vendors to be on boarded per the New Vendor on boarding process.
- Review of vendors to be considered and if deemed necessary , services to be put out to ‘tender’

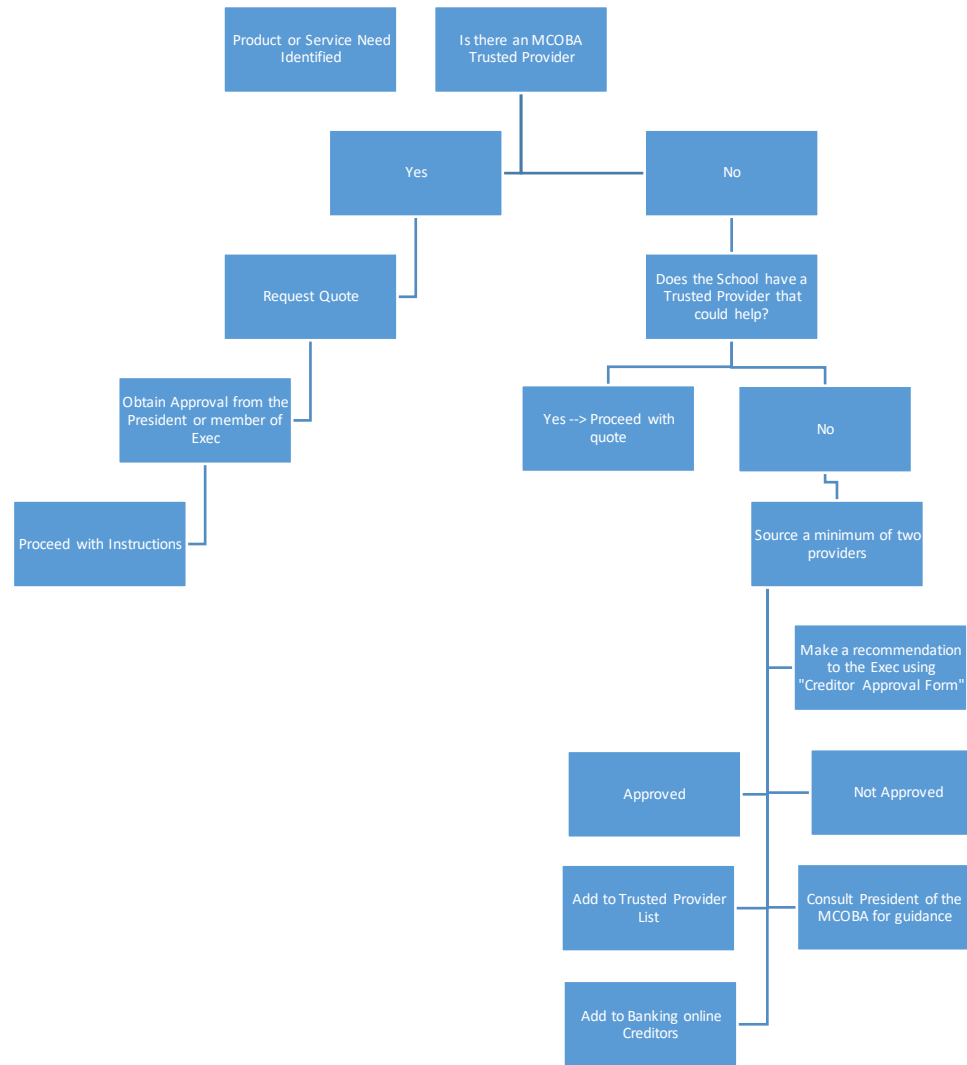
#### **Role of the MCOBA Ops Manager**

- Maintain vendor relations.
- Maintain a list of approved vendors.
  - Ensure this approved vendor list is tabled every 6 months to the Exec meeting and that this is read out and minuted as evidence of Exec ‘approval’ with the list attached to the minutes
    - Ensure such beneficiary is removed after the payment is made
- Consider current vendors and if appropriate, put out request for tender
- Ensure only approved vendors are maintained on the online banking payments system.
- Regularly recon the “Approved Vendor” list to the “On-Line Banking vendors” set up for which payments can be made to.
  - Report variances immediately

- Assist with rectification of variances
- Process applications for new vendors via the approved process below
  - Secure quotes for such process
  - Perform a reasonable review of services / reputation etc i.e. it is not simply the case that the 'cheapest quote' is approved.
- Refunds to members:
  - As a member could be a vendor, when a refund is issued to member, they tend to be "once off",
    - Ensure such beneficiary is removed after the payment is made

**Role of the Exec Member**

- The Exec are to be engaged with the "need" for services or product process
- The Exec are to review and approve the approved vendor list every 6 months.
- The Exec are to consider and approve the on boarding of new vendors (subject to limits of spend as noted below)



New Vendor / Creditor Approval Form for any new Vendor

Operations Manager to create an online form using 123 Formbuilder. (Using the Formbuilding software ensures that all information is consistently requested and securely stored online.)

- **Fields in Red:** Ops Manager to capture this info and set up in the proposal section of the form
- **Field in Blue:** Ops Manager to set up so that it is clear to the Exec that this is the info they must fill in
- The form may be sent to the Exec in email or via WhatsApp, preferably in advance of Exec Meetings
- Results must be shared with Exec once captured and before any new creditors are added to Banking online

The following credit limit approval requirements must be followed:

- Less than R5K – President must sign off;
- R5K-R10K – 1 normal member of the Exec plus President and Vice President must sign off;
- R10-R50K – 3 normal members of the Exec plus President and Vice President must sign off;
- R50K plus – over 50% (a majority) of the Exec including the President and Vice President must sign off.

*The following headings and fields to be added to the form for online signature:*

<b>Proposed By:</b>	
<b>Date Proposed:</b>	
<b>Vendor Name:</b>	
<b>Vendor Location:</b>	
<b>Service or Product Description:</b>	Free Text
<b>Exec portfolio pertaining to this</b>	Set up all Exec portfolio options
<b>Reason or Motivation for adding:</b>	Free Text
<b>One off or Repeat?</b>	Options: One off, Repeat, I'm not sure yet
<b>Proposed Payment Limit:</b>	Options in fee bands: less than R5K, R5-10K, R10-50K, R50K +
<b>Exec Member Name:</b>	
<b>Exec Member Role:</b>	Options for members: Normal, Normal member and this vendor pertains to my portfolio, President, Vice, Past President
<b>Approval:</b>	Options: Yes, No, Abstain
<b>Signature:</b>	Allow for online signature

## **Revision History**

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
23 <sup>rd</sup> Dec 2022	0.1	First Draft	Sue Buchanan-Clarke
16 <sup>th</sup> July 2023	0.2	Edits and updates	Andrew Clayton
24 <sup>th</sup> July 2023	0.3	Edits and updates	Melba Nzimande

## **Storage**

***This document is to be stored on the MCOBA website "Governance" page.***

## **Document approval**

This document will be reviewed on an annual basis and where significant changes are made, reapproval shall be obtained.

<b>Designation/Position:</b>	<b>Name:</b>	<b>Signature:</b>	
Patron / Headmaster	Mr Chris Luman		

<b>Designation/Position:</b>	<b>Name:</b>	<b>Signature:</b>	
President of the MCOBA	Mr Andrew Clayton		

<b>Designation/Position:</b>	<b>Name:</b>	<b>Signature:</b>	
Vice President of the MCOBA	Mr Jon Hoatson		

<b>Designation/Position:</b>	<b>Name:</b>	<b>Signature:</b>	
Treasurer	TBC		