

#### **ES4. College of administration and economics/ Wasit university sustainable procurement/purchasing policy.**

CAE created a workflow to launch requests for what they need to establish a solid foundation for a sustainable campus. It is essential to have a clear procurement policy to avoid confusion and ensure we get value for money when buying goods or services related to sustainability. This policy is trying to make sure CAE utilizes donors and purchases. Also, this policy complies with rules and regulations to establish early stages. Those early stages are clearly defined to help us compare and adjust to our rules as required. Examples of goods that are purchased serving sustainability are not limited to scanners with different capabilities, high internet services, connecting all the scientific departments and administrative departments with internet connections, and giving the staff the proper training by the suppliers. Toward making the campus greener, the faculty had planted many plans to be greener and more sustainable. All of these procurements are going to/ and had purchased by following the below steps:

1. Check CAE's Financial budget and specify the goods or services that need to be purchased
2. Prepare a purchase request.

An internal request on a standard form is prepared to request the purchase of the goods/services specified formally.

3. Authorize purchase requisition by the assistant dean of administrative affairs.
4. Obtain quotations by quotation committee.
5. Select the supplier by getting as many offers as we can
6. After choosing the right quality from the supplier, CAE Issue a purchase order (PO)
7. Receive goods from suppliers and make them install the goods adequately.
8. Receive and check supplier invoices and make proper arrangements for receiving the goods.
9. Prepare and authorize the payment after ensuring it is functioning correctly.
10. Pay the supplier based on the invoice
11. Enter payment into the CAE's accounts and keep all the necessary paperwork.