

UNIVERSITY OF NAIROBI

(INTERNAL AUDIT DEPARTMENT)

RE: AUDIT CHECK LIST

3. Procurement Requisitions

- i. Approved request by the principal showing quantities and specs
- ii. Dully approved A.I.E
- iii. Minimum of three competitive quotations (as per procurement manual section 5.12 f) on a standard quotation form.
- iv. Original approved CPC minutes
- v. Dully filled and signed M1 (maintenance items)