



Water Authority of Fiji

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Water Authority of Fiji Circular

WATER AUTHORITY of FIJI CIRCULAR NO. 48/2014

Date: 5/12/2014

TO: ALL STAFF

SUBJECT: PURCHASE ORDERS

The Water Authority of Fiji Procurement and Purchasing Policy states that "Staff must raise purchase orders prior to goods and services being supplied".

Staff that request and receive goods or services without a purchase order violate this policy.

This circular is to remind all staff that no goods or services must be obtained without a valid purchase order.

If there are instances where due to the urgency, goods and services need to be obtained immediately before the issue of the purchase order, prior email approval must be obtained from the Chief Financial Officer, Chief Operating Officer or Chief Executive Officer.

This circular is also to warn staff that violation of this policy could result in disciplinary action.

The procurement and purchasing policy together with other finance policies are available on Wainet.

A handwritten signature in blue ink, appearing to be "OR", is centered on the page.

Opetaiia Ravai

Chief Executive Officer



"Doing the right job, do it once, do it right"