

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR APPROVALS (CUEA/VC/ADM/01)	DVC ADMINISTRATION
	NO. OF APPENDICES:
	ONE (1) (A)

AUTHORIZATION

This Standard Operating Procedure is issued under the authority of:


TITLE	VICE CHANCELLOR
SIGNATURE	
DATE	7 th November 2014
ISSUE DATE	7 th November 2014
STAMP CONTROLLED / UNCONTROLLED	

NOTE:

Write amendments on the page provided (Clause 0.2)

Controlled copies of this document will be in the DVC Administration's Office.

Revision	01	Date	06 th November 2014
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES


No.	Date (dd-mm-yy)	Details of Changes		Authorization
		Page	Clause/subclause	Title
1.	06.11.2014	4	6.2 to 6.2.7	DVC Admin
2.	25.05.2015	4	5.2 – Insertion	DVC Admin

0.3 DISTRIBUTION / CIRCULATION

This Standard Operating Procedure is available at relevant functions for authorized users.

1.0 PURPOSE

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The purpose of this procedure is to ensure efficiency in obtaining approvals for requests from University sections and departments which are necessary for strategic and operational planning of service delivery in CUEA.

2.0 SCOPE

The procedure applies to the approval of requests from all sections and departments of the Catholic University of Eastern Africa. The specific sections and departments shall guide the customer on the laid down plan of action in making application for required services / product from human and physical resources.

3.0 TERMS AND DEFINITIONS


For the purpose of this procedure, the definitions in the quality manual shall apply in addition to the following:

- 3.1 **Stakeholders:** This refers to those individuals, administrative units or students that require or are affected by the services of CUEA.
- 3.2 **Department:** The term is used in reference to specific area under control of the HOD in Service delivery and may assume different sections.
- 3.3 **Section:** A more specific area of service within a department.
- 3.4 **Applicant:** Student, member of CUEA staff, an individual or group of persons with common interests.
- 3.5 **SAO:** Senior Administration Officer

4.0 REFERENCES

- 4.1 The CUEA Quality Manual
- 4.2 Student handbook
- 4.3 CUEASO Constitution
- 4.4 Strategic Plan
- 4.5 Staffing manual
- 4.6 Teaching manual

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4.7 Lecturer's guide: Syllabi of Academic Units

5.0 PRINCIPAL RESPONSIBILITIES

5.1 The DVC Administration shall be responsible for the adequacy and effective implementation of this procedure.

5.2 At the Campuses (CUEA Gaba Campus Eldoret, CUEA Campus Kisumu and CUEA Nairobi City Campus) the Executive Directors shall be responsible for the effective implementation of this procedure.

6.0 METHOD

6.1 General Approvals

6.1.1 The DVC Administration shall requires a formal application / request written by the customer as a Memo, Letter or Application Form clearly defining the intention then presented to the appropriate section / department for consideration, recommendation and forwarding.


6.1.2 The Director / Dean / HOD of the various departments shall receive a request of facility or statement from the applicant, read with a purpose of examining and making recommendations or approve and forward the application to the immediate head for consideration.

6.1.3 The DVC Administration decides on approval within the set policies of the University.

6.1.4 If the application or request is not acceptable, the DVC Administration shall make the appropriate recommendations to be ascertained for the request to be authentic.

6.1.5 If the application or request is okay, the DVC Administration shall approve and a copy retained in the Office. The original is sent back to the applicant and appropriate action taken by the section / department.

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6.2 Approvals for Contractual Work

6.2.1 The Requesting Department shall prepare the Contract and forward it to the Senior Administration (SAO) Officer for review.

6.2.2 Upon receiving the Contract the SAO will review the contract.

6.2.2.1 If the Contract is okay the SAO will complete Contract Approval Form (CUEA/DVC ADM/ ADM/01 fm 01), sign the form, attach it to the Contract and forward the documents to the Financial Administrator; or

6.2.2.2 If the Contract needs rectification, the SAO will return it back to the Requesting Department with comments for the necessary changes to be made.

6.2.3 On receipt of the documents from the SAO the Financial Administrator will make budgetary verification:

6.2.3.1 If the amount budgeted for is available, the Financial Administrator will sign for verification and forward to the documents to the Legal Officer; or

6.2.3.2 If the amount is not available the documents will be returned back to the SAO indicating the status.

6.2.4 On receipt of the documents the Legal Officer shall review the Contract for Legal Issues:


6.2.4.1 If the Contract is okay, the Legal Officer will sign for verification and forward them to be DVC – Finance; or

6.2.4.2 If there are legal issues to be corrected the document is returned back to the Requesting Department with comments.

6.2.5 Upon receiving the documents the DVC Finance shall:

6.2.5.1 Endorse the form and forward the form and contract to the DVC Administration; or

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6.2.5.2 If the DVC does not endorse the contract it will be forwarded back to the SAO with comments.

6.2.6 The DVC Administration upon receiving the documents will:

6.2.6.1 Endorse the Form and forward the form and contract to the Vice Chancellor for Approval; or


6.2.6.2 If the DVC Administration does not endorse the documents they shall be returned to the SAO with comments.

6.2.7 The Vice Chancellor shall review the Contract and if satisfied shall approve the contract and sign his approval on the Contract Approval Form.

7.0 APPENDICES

7.1 Appendix A: Contract Approval Form (CUEA/DVC ADM/ADM/01 fm01)

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7.1 Appendix A – Contract Approval Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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OFFICE OF THE DVC ADMINISTRATION

Serial No:

For Internal Use Only

CONTRACT APPROVAL FORM

This form shall be used when requesting for approval for contractual works from third parties:

Department Requesting	
Description / Name of Contract	
Company Contracted	
Duration	
Amount in Kshs	

Reviewed by:

Date:

Senior Administration Officer

Verification by:

Date

Financial Administrator

Verification by:

Date:


Legal Officer

Endorsed by:

Date:

DVC Finance

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Endorsed by: Date:
DVC Administration

Approved by: Date:

Implementation / Evaluation by

Note:

1. Depending on the nature of the contract, it may be necessary that an approval of either the University Management Board or The University Council or the Trustees be sought.
2. The timeline from one official to another is four (4) working days.

CUEA/DVC ADM/ADM 01- fm01

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