	<b>RESOURCE LIBRARY – ACCOUNTING</b> <b>Purchasing Organization</b>	<b>CODE:</b> 05.03.001
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### **Objective 目的**

- To clarify the procedure to be followed with regard to purchasing responsibilities and organization.
- 目的是为了明确有关于采购的职责与机构的采购流程

### **APPLICATION 应用范围**

This policy applies to all Department Heads.

本规则适用于所有部门


The purchasing Manager, Purchasing staff and any Manager involved in purchase contracts or negotiations should maintain the highest ethical relationship with suppliers. It is strictly against company policy to accept any personal gifts or gratitude's either directly or indirectly. Any such gift from a supplier may be accepted once per year only upon notice and written approval given by the General Manager and Director of Finance and Controlling.

采购经理，采购员以及各部门经理涉及到采购合同或者谈判时应该同供应商保持良好的道德关系。严格禁止违反酒店章程的行为，直接或间接的接收赠品。如有供应商提供礼品，可以一年接收一次，但是要同时以书面通知的形式向总经理与财务总监提出审批。

### **STATEMENT OF POLICY**

#### **规则声明**

1. The ultimate responsibility for purchasing quality and controls lies with the General Manager. It is understood that the Purchasing manager reports administratively to the General Manager and Director of Finance and Controlling.  
总经理担负有关于采购质量与控制的主要职责。采购经理向总经理与财务总监汇报。
2. It is the responsibility of the Accounts Department to check the financial details of purchases made and to ensure they are in line with the budget and forecasted expenditure, as well as overseeing that the necessary internal controls are enforced.  
财务部门负责审核采购信息并且要确保支付处于预算费用之内，同时要监督必要的内部控制有效实施。
3. The Purchasing Manager is responsible for organizing an effective and efficient purchasing procedure for the hotel to ensure the best quality is obtained at the best possible price, when required, while required, while avoiding over ordering. If the order quantity is less than MOQ, purchasing manager should explain to DOFC & GM, then add it up to MOQ after approval.  
采购经理负责为酒店组织有效的采购流程，确保最合理的价格采购到最好质量的商品，确认何时需要采购，采购原因，避免过量采购。采购数量低于最低起订量时，采购经理向财务总监和总经理阐明原因、取得同意后，可以加大数量至最低起订量。
4. Department Heads are responsible for initiating orders; they should observe budget limitations when preparing purchase requests and accordingly not rely solely on the controller to undertake such controls.  
各部门负责人负责发起采购订单，并应该在申请采购时注意预算限制，而不是单纯依赖财务经理一人承担这项控制。
5. All orders must be authorized by the General Manager.  
所有的订单必须被总经理审批。

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6. The Purchasing Manager is responsible for obtaining price quotations and subsequently placing all orders under no circumstances should Department Heads place orders with suppliers directly.  
 采购经理负责通过报价得到价格并且随后安排所有订单，决不允许有让部门经理直接与供应商下订单的情况。
7. A written quotation is to be obtained for all the items and the quotation must be attached to the purchase request with recommendations and forwarded to the controller for approval.  
 所有报价应是书面形式，并且应该作为采购申请的附件连同采购建议一起提交到财务经理处审批。
8. Under no circumstances should the purchasing manager perform the role of the Receiving Clerk and vice-versa. The Receiving Clerk must report directly to the Account Department and should not report either directly or indirectly to the Purchasing Manager. Receiving should inform purchasing at first time when it needs purchasing to solve coordinately.  
 在任何情况下采购经理都不可以履行收货员的职责，反之亦然。收货员要直接向财务部汇报，而不是直接或间接地向采购经理汇报。收货过程中遇到需采购部协调解决的，需第一时间知会采购部。
9. Only the General Manager is authorized to conclude contract agreements. All contracts are to be submitted to the General Manager for final approval following the review and initial of the Controller.  
 只有总经理有权签订合同协议。所有合同都要经财务经理审核后提交到总经理处待最后审批。