

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Finance and Asset Management relating to a Property

Title	Verify general procedures and documents on procurement
Code	110578L3
Range	Works of procurement and tendering in property management services, applicable to verifying the general procedures and documents on procurement
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Familiar with the documentation and procedures of procurement</p> <ul style="list-style-type: none"> <li>• Be familiar with the general procurement procedures and documentation requirements, including the procedures of using of petty cash in purchasing, procedures of invitation to quote, number of quotations required and the approval procedures</li> </ul> <p>2. Verify documents and procedures of procurement</p> <ul style="list-style-type: none"> <li>• Be able to monitor the use of petty cash in purchasing by subordinates as required by the company to ensure compliance with procurement procedures, such as material type, quantity, amount and time constraints</li> <li>• Be able to verify receipts and contents of items purchased by petty cash, verify the types, quality and quantity of goods are correct and comply with the approval process</li> <li>• Be able to accurately fill out the company's standard purchase order as instructed by the superior, or verify the content of the general invitation to quote via email or other types document, including items and description, quantity, quality requirements, construction or delivery date, payment method, closing date and other relevant information, and verify that the contractors or suppliers meet the requirements under company's approved contractor list (if any)</li> <li>• Be able to verify that the quotation provided by the contractors or suppliers meets the requirements, then negotiate and confirm with the contractors or suppliers that the purchase is consistent with the quotation</li> <li>• Be able to draft proposals and submit for superior's approval</li> <li>• Be able to verify whether the works/items meet the requirements after completion or delivery, such as the type, quality and quantity of the goods, and then complete the payment requisition form</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be familiar with the general procurement procedures and documentation requirements;</li> <li>• Be able to monitor the use of petty cash purchases by subordinates as required by the company to ensure the compliance with procurement procedures, to accurately complete purchase orders, or to verify emails or other documents for invitation to quote, and to verify that quotations provided by contractors or suppliers meet the requirements; and</li> <li>• Be able to verify that the goods or works meet the requirements, such as the type, quality and quantity of the goods, and then complete the payment requisition form.</li> </ul>
Remark	