

# KAIRUKI UNIVERSITY

## AMENDMENT TO THE KAIRUKI UNIVERSITY PROCUREMENT AND STORES MANUAL (2024) AS FROM 3<sup>rd</sup> SEPTEMBER 2025

### 1. Introduction

The Kairuki University Procurement and Stores Manual (2024) requires amendment to address the absence of clearly defined procurement approval thresholds for key decision-making entities, including the Deputy Vice Chancellor for Planning, Finance and Administration (DVCPFA), the University Tender Board, the Vice Chancellor, and the newly introduced KHEN Board.

The current lack of specific authority limits has led to ambiguity in the delegation and execution of procurement responsibilities. To promote compliance with procurement regulations, enhance transparency, and strengthen institutional governance, it is essential to formally define and document the approval thresholds applicable to each entity.

### 2. Existing Limits of Authority

Type of Contract	DVCPFA	Tender Board	Vice Chancellor
Works		1,800,000,000/=	
Goods		1,000,000,000/=	
Services		160,000,000/=	

### 3. Proposed Limits of Authority (2024 Amendment)

Type of Contract	DVC-PFA	Vice Chancellor	Tender Board	KHEN
Goods	20,000,000/=	100,000,000/=	1,800,000,000/=	No Limit
Works	40,000,000/=	200,000,000/=	1,000,000,000/=	No Limit
Services	12,000,000/=	60,000,000/=	160,000,000/=	No Limit

### 4. Justification for Amendment

The proposed amendments to the Kairuki University Procurement and Stores Manual (2024) are essential to strengthen institutional governance and address key operational gaps identified in the current framework. The justification for these changes is outlined below:

#### i) Addressing Ambiguity in Approval Authority

The existing manual does not provide specific monetary thresholds for procurement approvals by various authorities. This has resulted in operational inefficiencies, delays, and a lack of accountability in procurement decision-making. By introducing clearly defined limits of authority, the proposed amendment removes ambiguity, facilitates smoother operations, and ensures that approvals are granted at appropriate levels of responsibility.

#### ii) Enhancing Accountability and Oversight

Establishing defined thresholds enhances transparency and supports a structured delegation of authority. It ensures that procurement decisions are made based on financial magnitude and risk level, with appropriate oversight mechanisms in place. This tiered approach strengthens internal controls and promotes responsible financial management.

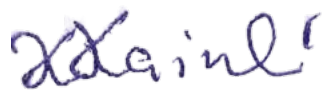
**iii) Inclusion of the KHEN Board**

The inclusion of the KHEN Board as an approving entity reflects the evolving governance structure and operational realities of the University. As the highest governing authority, the KHEN Board's involvement in approving high-value procurements ensures alignment with strategic priorities and provides an additional layer of oversight for transactions that exceed the limits of other entities.

**iv) Alignment with Best Practices and Institutional Growth**

The proposed limits are benchmarked against procurement best practices, and are scaled to match the University's size, budget, and projected procurement volumes. This ensures that the procurement process remains efficient, transparent, and competitive, even as the institution continues to grow.

*This amendment of the procurement regulations was approved by the Board of Kairuki Health and Education Network at its meeting held on 3<sup>rd</sup> September 2025. The amendment shall come into effect on 4<sup>th</sup> September 2025 and Management is responsible for its implementation and periodic review in accordance with University governance requirements.*



*Kokushubila Kairuki  
KHEN Chairperson*