



Internal Control Institute of Zimbabwe
"Recognising Competency World Wide"

INTERNAL CONTROL IN PROCUREMENT TO PREVENT FRAUD WORKSHOP

Date: 2-3 May 2019 **Venue: Rainbow Towers Hotel Harare**

Date: 16-17 May 2019 **Venue: Troutbeck Inn Resort Nyanga**



What you will learn

- Principles and Processes that underpin the Procurement Function -The Procurement Process;
- Weaknesses in procurement operations
- Supplier selection, management & development;
- Negotiation;
- Conducting a procurement Audit/review
- Self-assessment;
- Internal Control - Identifying and Managing Risk;
- Bribery and Corruption;
- Legal Elements of Procurement;
- Collusion Among Contractors;
- Collusion Between Contractors and Employees;
- Fraud in Procurement without Competition
- Tender Management;
- Fraud Risk Governance in Procurement and Contract Fraud;
- Investigating & Corrective Action on Procurement Fraud;

Who Should Attend

- Chief Executive Officers
- Managing Directors,
- Internal Auditors and Audit managers,
- Finance Managers and Accountants,
- Chief Finance Officers/ Finance Directors,
- Heads of Supply Chains,
- Heads of Purchasing & Procurement,
- Buyers and Merchandisers,
- Fraud investigators,
- Legal & Compliance Managers/ Officers,
- Risk Managers,
- Internal Control Officers,
- Procurement committees,
- Internal Control Committees.

Cost of Participation Options:

2-3 May @ Rainbow Towers Hotel, Harare

RTGS\$650 / USD200 covering training materials, Certificate of Participation, refreshments and lunches.

16-17 May @ Troutbeck Inn Resort Nyanga

RTGS\$1850 / USD500 covering training materials, Certificate of Participation, Full Board Accommodation, lunches & refreshments

16-17 May @ Troutbeck Inn Resort Nyanga

RTGS\$850 / USD200 covering training materials, Certificate of Participation, lunches & refreshments

FOR ALL YOUR BOOKINGS CONTACT:

Tell: +263 242 443124
Cell: +263 772 675 810/ +263 772 812 678
info@internalcontrolinstitute.co.zw

BANKING DETAILS

Internal Control Institute Zimbabwe
Barclays Bank- Highlands Branch
Account No. 2143-1104229/ FCA No. 2143-1183382

INTERNAL CONTROL IN PROCUREMENT TO PREVENT FRAUD WORKSHOP



Course Background

- Internal Control has grown in importance and international recognition. But what does procurement cover? The word procurement is often used to convey that the function encompasses all activities related to the acquisition of goods and services, contracting with suppliers, receiving and storing of goods, distribution, logistics operations, incoming inspection, quality control and environmental issues, and downstream financials, i.e. approving suppliers' invoices for payment.
- The entire process is fraught with danger. Procurement has become the No.1 risk for many organisations around the world, hence the need to have internal controls in procurement to prevent fraud.
- Skills and knowledge in the fields of purchasing is no longer enough. Internal Control specialist skills for the business manager and procurement professional alike are now a fundamental requirement if inefficiency, corruption, fraud, waste, and abuse are to be avoided.



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Registration Form

Name of Course:

REGISTRATION DETAILS	
Company Name	
Postal Address	
Postal Code	
Telephone Number	
Fax number	
Email Address	
City and Country	
Nature of Business	
Training Officer	

Name	Designation	Email Address

Nominees:

Authorisation

This Contract is not valid without a signature.

Name:..... Position:.....

Signature:..... Date:.....

Method of Payment (Please Tick)

Direct Deposit.

Electronic Transfer

Cash Payment

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1. Payment Terms:

On the return of a registration form, full payment is required within 7 working days. Payment must be received prior to the conference date. Internal Control Institute of Zimbabwe reserves the right to refuse entry into the conference or workshop should full payment not have been received prior to this date.

2. Group Registration information:

A % group registration discount will apply to companies or institutions registering 2 or more delegates. The form must be submitted together, all the delegates must register together and payment must be done for the group in one transaction to be eligible for the group discount:

- 5% Discount for 2 delegates
- 10% Discount for 4 delegates

3. Copyright:

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