Master List/Matrix/**Table**

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Division	:	Finance and Facility Management

Process	Internal	External
Purchasing Control	Negative 1. In absence of the authorizer 2. Unassigned second person 3. Late application from Request Officer 4. Changes & appointment of new Board member	Negative 1.Suppliers refuse to give quotations if they ever lose the chance to get the job before 2.Some of the suppliers are not willing to accept Government Service Order 3.Additional cost might occur when using Purchase Order 4. Late approval from Authorised Officer such as SFS for Waiver, JKTP for tender, JPSH for quotation, JPT for Direct Purchasing because of processing time. 5. Late service delivered / late work completion
	Positive 1.Strong budget control 2.Easy to monitor 3.Minimum time for purchasing application (less hassle) if we have complete documentation 4. All payment done within 13 working	Positive 1.Fast service rendered from supplier

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	days without CAR	
Process	Internal	External
Selection, Evaluation, and Re-evaluation of Suppliers/Contractors	Negative 1. Lack of authorised officer to do assessment & evaluation	Negative 1. Effect the relationship with contractor/ supplier 2. The poor result from the evaluation may influence other people perception
	Positive 1. Supplier/contractor with poor performance can be eliminated 2. Easy to monitor the supplier / contractor performance 3. To ease the work process	Positive 1. Strengthen the relationship with contactor / supplier
	Positive 1. The presence of Authorised Personnel for works supervisory. 2. An established Schedule of Workplace Physical Factors to facilitate the monitoring of works.	Positive -