

PURCHASE MANUAL

The Purchase Guidelines help regulate the purchase and hiring processes of Lab, Furniture, Stores, Fixed, Semi-fixed, Consumables and Services to bring in uniformity.

Object & Reason

The objectives are:

1. To ensure timely purchase of materials in right quantity and desired quality.
2. To secure the materials at the least possible cost.
3. To ensure optimum utilization of all purchased items.
4. To ensure all purchases are within the budget or under the provision.
5. To ensure timely hiring and renewal of services without hampering the regularity of work

Definitions

Indent: Indent Form shall be filled by the user department or by the person who would like to request for purchase. The form will be having details of material required, quantity, probable supplier on the basis of past practice.

User Department: The department, who requires the material.

Approving Authority: The person who has been delegated the authority to approve the purchase of material. The authority is by designation (The Director/Campus Manager/ Manager Hostel/City Office or any one designated) and depends on the value of purchase.

Manager Accounts: Manager Accounts of the college

Purchase Officer: An employee at City Office who will carry out the activities of purchase items other than consumables.

Store-In-Charge: A person nominated by the Accounts Department at College, who will carry

out the duties of a Store-In-Charge.

Purchase Committee: A Committee constituted for recommending purchase of regular nature.

Technical Appraisal Committee: A Committee constituted for recommending purchase of Technical nature.

Approved Supplier: A supplier, who has been formally evaluated by the standard measures, and is considered to deliver the required quality of the material

Roles and Responsibilities of Concerned Officials

Approving Authority

Approving Authority should ensure that approval is given only within the limit of delegated power. The approving authority may be (Director, Campus Manager, Hostel Manager, City Office or Managerial Rank or any one designated.)

Approving Authority will also apply own mind and check if the purchase of item is absolutely essential or if the same can be hired or temporarily be shifted from another department.

Accounts Manager

1. To inform the Appropriate Authority if funds available under the specific head or provision for purchase.
2. On receipt of the Invoice
 - a. Check necessary entries for acceptance of the quality of the material has been made by the indenting department.
 - b. Check entries of Invoiced Material in the Stock Book or Asset Register.
 - c. Check the ordered item and received item are the same as per the Purchase Order and Invoice.
 - d. Check the invoice value as per the purchase order and all taxes and duties are correctly indicated.
 - e. Make the payment timely once satisfied from each & every aspects.

Purchase Officer

1. On receipt of purchase approval
 - a. initiate purchase process
 - b. Can enquire directly from the Parties from whom quotations received.
 - c. If Purchase Officer feels can invite fresh quotations
 - d. Purchase Officer will follow up with supplier and ensure necessary quotation or offer is received.
 - e. He will convene the Purchase committee on fresh quotations or any changes in the existing approval received from purchase committee.

2. After Issuing of Purchase Order Follow up with supplier to ensure delivery in time.

3. On Receipt of Material
 - a. If the items have not been checked at supplier's premises before dispatch, Purchase Officer should open consignment on receipt of material.
 - b. Check Material received as per Purchase Order in presence of Representative of Suppliers.
 - c. When material received as per Purchase Order to be accepted by Indenter.
 - d. Material Inspection Note shall be certified by the Store-In-Charge and entry of Sl. No. in Asset Register to be recorded.
 - e. Follow up with Store-In-Charge on receipt of material to submit Invoice to Accounts Department for payment.

Store-In-Charge

1. Receives the material and check physical quantity against Invoice or Delivery Challan.
2. Arrange for the safe storage of the Material and make entries in the Material Inward Register.
3. Provide Information to Indenting Department about the receipt of Material and arrange for inspection.
4. On completion of inspection and acceptance make necessary entries in the Stock Register or Asset Register.

5. Indicate page number on the Invoice where entries have been made in Stock Register or Asset Register.
6. Forward Invoice to Purchase Department who will in turn forward it to the Accounts Department.
7. Issue Material to the Indenting Department and maintain records in Issue Registers.

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