



# PURCHASE PROCEDURES

- Purchase procedures should be followed in accordance with store purchase rules
- Guidelines for making purchase should be strictly followed while spending a particular fund
- Principal should constitute a purchase committee headed by the Principal, all HODs, College Librarian, Office Superintendent, Head Accountant and purchase clerk as members. In order to co-ordinate fund utilization, one or two HODs should be appointed as coordinators.
- Request/proposal for purchase of goods should be obtained from concerned officials.
- First, the college council should take the decision to purchase the goods. After this, purchase committee should be held and the proceedings of both should be recorded in the minutes book.
- On the basis of the decisions of the meeting, proceedings to purchase goods should be issued by the principal by sanctioning the same.
- Quotation/tender measures should be started according to the proceedings.
- Local purchase should be made if the estimated cost is below Rs.15000, quotation if it is up to Rs. 1 lakh and tender if it is between Rs. 1 lakh and Rs. 5 lakh.
- Refer to the store purchase manual to complete the procedures.
- If goods are purchased using funds such as, Rusa, procedures should be completed through the National Repository Portal, Government e Marketplace [GeM Portal] owned by the government.
- After choosing suppliers, sanction order granting permission to purchase goods from them should be issued.





- Following this, supply order should be given. The terms and conditions for the supply of goods should be given in the supply order.
- While supplying goods, invoice [three copies] should be kept.
- The HOD/Coordinator should examine the supplied goods and notify at the back of the invoice that quality goods are obtained and that the goods are added to the department stock register. He should also sign the document.
- This should be entered in the Master Stock register at the same time.
- Payment should be done after ensuring that those procedures are completed.
- Proceedings for payment should be issued.
- Pass the invoice amount
- The amount should be transferred to the account of the suppliers.
- The receipt voucher should be cancelled, and duly signed by the Principal.

