

SXCS/P-1

## Purchase Policy

Every purchase is to go through the purchase committee. The purchase committee has the purchase and control mechanism. Purchase committee receives the budget, verifies, approves and forwards to the further consultation. The following guidelines are adopted in the process of purchase;

1. Requirement is proposed by the HOD/ In charge of the department, committee, club, association, group etc.
2. Requirement is approved by the authority (Principal / Vice Principal/ Bursar/Registrar) (If the good requires quotation, then the quotation is also approved by the authority)
3. Requisite form is made (order slip) and given to the dealer/ service provider by the registrar
4. Once the goods are delivered, concern department/Registrar verifies that the goods supplied are in good condition and received.
5. Service provider generates the bill along with the order slip and quotation (if quotation applied) and it is passed for the payment by principal / vice principals
6. Bill is signed by the registrar and then payment is made by Bursar.