



**STANDARD OPERATING
PROCEDURES**

PURCHASE COMMITTEE

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE

The college has established a Purchase Committee in order to ensure that the various departmental and institutional requirements are procured in a timely manner, thereby maintaining the effective functioning of the institution.

The Purchase Committee consists of the following members:

1. Principal: Chairperson
2. Accounts Superintendent: Convener
3. HODs of Commerce & Management and Languages: Members

Procedures:

1. The requirements of the Departments/Institution are raised by the respective HODs and staff concerned.
2. The quotations for the requirements are called for from a minimum of three vendors.
3. The comparative statement of the quoted prices of the vendors is placed before the committee for the necessary action.
4. The best quotation is chosen on the basis of decision of the committee with the approval of the Principal.
5. The purchase orders are placed with the vendor for the quick supply of the requirements.
6. Once the materials are received by the Institution, they are subject to physical verification and the same will be made a note of in the stock register.
7. The requirements of the departments will be issued on the basis of the indents from the Heads of the Departments and the staff.



PRINCIPAL

Dr. N.S.A.M FIRST GRADE COLLEGE
Yelahanka, Bangalore - 560 064.