



## **P. N. Das College**

### **Purchase Policy and Procedure**

#### **✚ Guidelines for Budget and Cost Control:**

It is the responsibility of the finance committee to frame the policies and guidelines for purchase and to monitor the same. Departments are expected to co-operate by providing all information necessary to calculate such accounts accurately.

- ❖ General guidelines: Each academic and administrative departmental head is expected to monitor expenditure of the department in conformity with the budget.

Financial planning and control require that the college operates with a balanced budget that is placed realistically and administered carefully. Budget preparation occurs according to a schedule determined each year. The college's fiscal year begins on April 1 and ends on March 31.

- ❖ Purchase policy and procedure:

Any expenditure of the college must be prudent and directly benefit the college. The college assumes no liability for the payment of purchases which are not made in accordance with the approved purchasing procedures.

1. Departmental Programmes : Each departmental Head is authorized to initiate expenditure of Rs. 5000/- for the departmental purchases and programmes.

2. Use of Purchase order:

Purchase of goods and services below the amount of Rs. 3000/ do not require a purchase order in general.

The following items do not require a purchase order. Charges may be paid directly from the invoices received. Typically the items below are subjected to contract or agreement.

- i) Stationary purchase
- ii) Bank fees
- iii) Benefit services (Health insurance etc.)
- iv) Audit fees
- v) Postage
- vi) Services under a contract (facility services, food service, consultancy etc.)
- vii) Travel expenses (including Rail, Air tickets, lodging, meals)
- viii) Utilities (Electric bills, Telephone bills, Cable, cleaning etc.)
- ix) Library books and journals
- x) Cheap store

A purchase order if required must be completed prior to ordering goods or services


3. General Procedure:

- a. At the beginning of each fiscal year academic and administrative departments are requested to submit the plan and list of items to the Purchase Committee.

- b. In a meeting of the purchase committee the members justify the demands and prepare a list of items to be purchased in consultation with the Finance committee along with the Principal.
- c. Stationary goods are purchased under the supervision of the Purchase committee directly from the wholesalers. No purchase order is needed in that case.
- d. Quotations are invited for the required materials or services through the college website / notice board or daily newspapers. Notices inviting quotations may be displayed in local public places.
- e. At least three quotations are collected from the agencies. The purchase committee justifies the feasibility of the quotations to assure quality services and they reserve the right to cancel a quotation if it seems not feasible to the members.
- f. The purchase committee issues the work order to the agency providing the lowest feasible bid.
- g. Bid call may be asked in some cases so that the college may receive greater discount and better service through effective competition among the service providers/suppliers. The suppliers are asked to deliver the materials or to provide the services within in the stipulated time.

 **Receiving goods:**

- a) Departments will not receive goods unless prior approval from the Purchase department is obtained although services from agencies or individuals are supervised by the departmental heads.
- b) Products are received by the members of Purchase committee or any staff authorized by the committee with a clear description of the product.


 **Return of goods:** If cancellation, exchange or return of all or part of a purchase order is required, it is negotiated by the purchase committee.

 **Payment procedure:**

- a) Request for payment should be submitted to the accounts section using either a payment requisition or the original invoice from the vendors.
- b) Cash payment is allowed up to Rs. 5000/- for the payment of more than Rs. 5000/- the vendors are to collect cheques from the accounts office.  
Exception of this policy may be allowed with the approval of Finance committee and Principal.
- c) Purchase bills or vendors' invoice without GST are not recommended by the purchase committee.

 **Research expenditure:**

- a) The expenditure for research activities (books, equipments and software) are done by individual researchers following the rules of the granting agency.
- b) Researchers who move to other institutions cannot take or move equipments purchased with grant funds. Those items remain the property of P.N. Das College.

 **Conferences and Workshops:** No approval of Purchase Committee is required for the refreshment and other expenditure of any conference and workshop organized by IQAC or any

other department. The respective departments are asked to submit the utilization of the grants received from the college or any external agencies.

 **Conflict of Interest:**

- a) P. N. Das College employees, consultants and suppliers must disclose their involvement with a supply chain activity if it constitutes an actual or potential conflict of interest.
- b) The college will not accept former P. N. Das college employees as suppliers or supplier representatives.

 **Maintenance and Repairs:**

P. N. Das College provides a standard level of base services and performs preventive maintenance and repair of all academic and administrative buildings and equipments on campus through Purchase committee in consultation with the Building committee and other committees.

Almost all the electronic and electrical equipments (viz. Green Generators, Water purifiers, software) are executed under AMC through some popular agencies.

For the routine works (viz. cleaning, use of green generators) there is no need of recommendation of Purchase Committee. Services are provided in these cases through some fixed contractors.

The Purchase committee provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies:

- Carpentry services
- Electrician Service
- Plumbing services
- Ground services for landscaping and gardening
- Pest control

In case of an emergency, departments are to report the problem to the Purchase Committee during regular office hours. After the office hour it is the duty of the college guard to inform the Principal or Purchase Committee members about the problem to take necessary action or to seek for necessary assistance.