	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR PURCHASE OF CONSUMABLES		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/14
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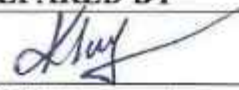

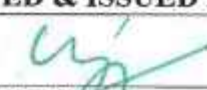
Objective: To elaborate the procedure for purchasing consumable.


Responsibility:

- All the teaching/non-teaching staff members
- Lab in-charges
- Purchase Committee in charge
- Heads of the Departments

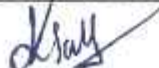


Procedure:


Sl.	Activities	Responsibility	Target days
1.	List of consumables required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 st week of April
2.	The Department purchase committee in-charge will scrutinize the requirements. Justifications have to be given for the requirements if necessary.	Department Purchase Committee in- charge and Lab in- charges	2nd week of April
3.	After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the Department Purchase Committee in-charge	Department Purchase Committee in- charge and Lab in- charges	3rd week of April
4.	With the approval of the Department Purchase Committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Department Purchase Committee in- charge and Lab in- charges	3rd week of April

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EOMS Team member	EOMS Team Leader	PRINCIPAL

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5.	Based on the quoted price, the actual cost for the entire requirements should be calculated with the comparative statement by choosing the best supplier. The approval of the purchase for the actual amount has to be received from the Management.	Department Purchase Committee in- charge, HOD and Principal	4 th week of April
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6.	Once after getting the approval from the Management, Performa invoice from the best supplier is to be collected and an request has to be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Department Purchase Committee in-charge and HOD	2 nd week of May
7.	Once after receiving the cheque from the Management, the concerned lab in-charges have to purchase the consumables with the supplier.	Lab in-charges, Non-teaching staff	4 th week of May
8.	The purchased consumables should be entered in the respective stock register	Non-teaching staff, Lab in- charges, Purchase Committee in- charge, HOD and Principal	4 th week of May
9.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	1 st week of June

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