



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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## STANDARD OPERATING PROCEDURE FOR PURCHASE OF CONSUMABLES

### 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:

S. No	Activities	Responsibility	Target Dates/Days
1	List of consumables required for individual labs as per revised curriculum is to be submitted by the Lab in-charges..	Lab in charges	1 <sup>st</sup> week of April
2	The purchase committee in-charge will scrutinize the requirements. Justifications have to be given for the requirements if necessary.	Purchase Committee in-charge and Lab in-charges	2 <sup>nd</sup> 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 purchase committee in-charge	Purchase Committee in-charge and Lab in- charges	3 <sup>rd</sup> week of April
4	With the approval of the purchase committee in-charge regarding the suppliers, quotations have to be collected from those companies.	Purchase Committee in-charge and Lab in-charges	3 <sup>rd</sup> week of April
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.	Purchase Committee in- charge, HOD and Principal	4 <sup>th</sup> week of April
6	Once after getting the approval from the Management, perform a invoice from the best supplier is to be collected and are questhasto be put up to the Management regarding the cheque for the actual amount in the name of supplier.	Purchase Committee in-charge and HOD	2 <sup>nd</sup> week of May
7	Once after receiving the cheque from the Management, the concerned laboratory in-charges have to purchase the consumables with the supplier.	Lab in-charges, non-teaching staff	4 <sup>th</sup> 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.	4 <sup>th</sup> 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 <sup>st</sup> week of June

  
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