



Standard Operating Procedure (SOP) Purchase & Inventory

Objective

Requisition from faculty for requirement of purchase in every academic year is taken.

- a. Call for quotations are put up and purchased under is done in limited quotations.
- b. Comparative statement is prepared on the basis of price quoted and required specifications.
- c. Order is placed through the Principal's Approval.
- d. The purchase materials entry with bill number should be entered in the stock register under the guidance of the Store keeper and acknowledgement has been taken by the teacher.

Scope

- The Admin Office of RMC sends the item Order to the store keeper for purchase of items.
- Record maintained for the purchase items of the college

Member

- * Principal
- * Store Keeper Officer
- * Members :
 - Respective department HODs
 - Teacher's of respective department
 - Staff of college

Procedure

STEP 1: Approval for Stationary Purchase

1. Submission of Stationary recommendation by teacher recommendation form and approved by Head of the department.





JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

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Section 2 (f) of the UGC Act 1956

2. Recommendations are checked by Store Keeper (Stationary Member) for duplicate, availability, etc.
3. Approval is taken for the recommended Stationary by Store Keeper.
4. Finally, approval is taken from the Principal of the College.

STEP 2: Order Placement and Physical Verification of Purchased Goods

1. Placing the order of goods satisfying the terms and conditions.
2. Submission of Bill/Challan by vendor along with the items.
3. Physical verification and checking of goods received against the order.
4. Submission of bill by vendor to the college Accounts department.

STEP 3: Processing Bill

1. Items are forwarded to respective department.
2. Items entry by respective departments is done in Order Register and Acknowledgement is taken on register.
3. Finally, the bill is processed and submitted to the accounts section.

STEP 4: Technical Processing

1. Technical processing of the items including classification, categorization and tagging is done.
2. Physical processing of the goods including pasting of authority slips, placing in file.
3. Then the Items are placed in shelves according to their categories by the peons.

