

Vishnu Waman Thakur Charitable Trust`s
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

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1. PURPOSE

The S.O.P prepared by VIVA Institute of Pharmacy, Virar is used to lay down a procedure for purchase of items required by institute.

2. RESPONSIBILITY

Purchase department- Purchase In-charge

3. PROCEDURE

1. Reasons for Purchase

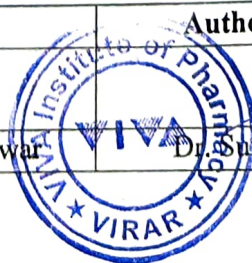
An item purchase request is raised with different intentions such as:

- A new item to facilitate a function
- A new item to replace existing/damaged item
- An item which is already available but required additional one to meet the requirement

2. Quotation collection

- a) A user/user department raises a request for an item which will consists of proposed use, users, functional specifications if required as well as brands available in certain cases.
- b) The purchase incharge scrutinizes the requirement in terms of cost, criticality of the requirement, quality of product, service and spares availability, vendor/supplier status and initiate the communication with the vendors.
- c) The purchase incharge collects quotation from different vendors through mail or fax.

Prepared by	Checked by	Authorized by
<i>Meenakshi</i>	<i>S</i>	<i>S</i>
Mrs. Meenakshi. Mandavkar	Mr. Shailendra Pawar	Dr. Sunita Oagle



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3. Purchase meeting:

- a) Before purchase order preparation, purchase of any item requires to be put forward to purchase committee.
- b) The committee considers the requirement for discussion in the meeting thereafter convened, scrutinizes the requirement against set parameters and accepted practices.
- c) If found satisfactory and necessary approves the requirement & if rejected then user is informed about the same.

4. Purchase committee:

The purchase committee members are:

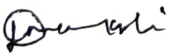


- i) Finance manager/ Management member
- ii) Purchase in-charge of institute
- iii) Store in-charge

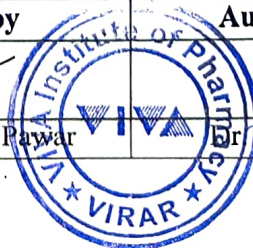
5. Purchase order (PO) preparation:

- a) Purchase in-charge prepares the purchase order within two working days after approval from committee.
- b) PO is verified & reviewed for its completeness by Principal and committee member.
- c) Hard and soft copy of PO is distributed to store.

6. Approval of purchase order:

- a) After preparation of PO it is submitted to Finance manager for verification & approval.
- b) The approved PO is sent to supplier.

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7. Ordering the material:

- a) After approval of PO, materials are ordered by purchase in-charge.

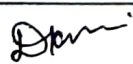

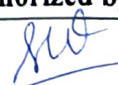
8. Material receipt:

- a) As the materials are received it is inward to store.
b) Bill is inward in office & sent to store department on same day.
c) Inward material to be entered in inventory book & challan of it should be sign and stamped by store department.
d) Signed Bill with challan should be sent to institute office within 2 working days.

9. Bill approval:

- a) After material inward bill is forwarded with requirement form, purchase committee sanction letter and PO to institute office.
b) It is then verified by store department & submitted to institute office
c) Office forwards the bill to main accounts department of institute for verification and approval.
d) After accounts approval bill is forwarded to principal for verification and approval.
e) After principal approval cheque is prepared & dispatched.

Thus this whole activity should be completed within 7 working days.

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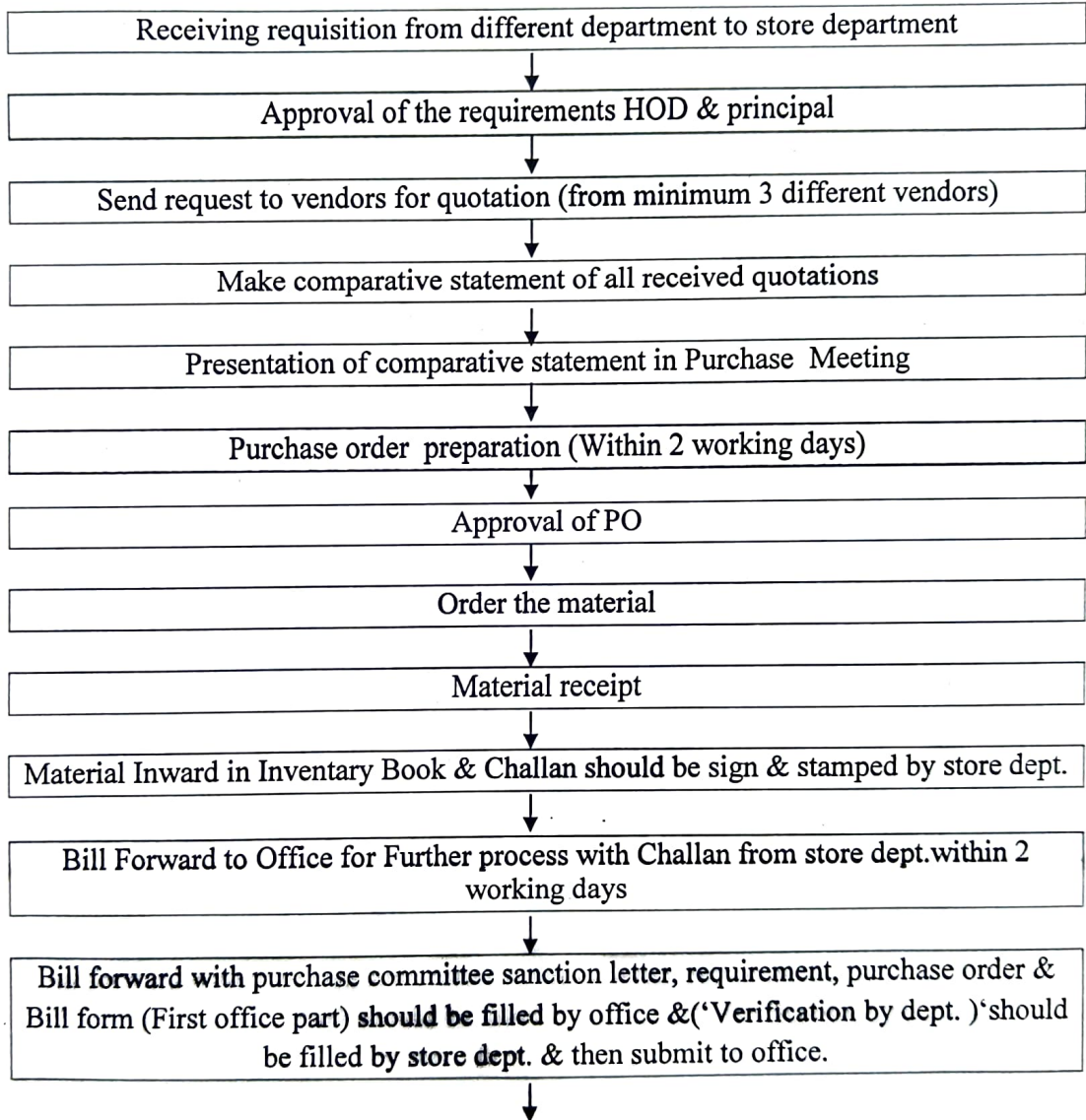


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Flowchart of Purchase Process is as below:



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