J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE | Affiliated to Anna University | ISO 9001 : 2008 Certified

(Sowdambikaa Group of Institutions)

Ammapettai, Tiruchirappalli - 620 009, Tamil Nadu

Mobile: 98428 11776, 98652 11776 | Website:www.jjcet.ac.in | email:principal@jjcet.ac.in

Purchase Policy

Policy No.	Revision No.	Date
JJCET/Purchase/Policy/2022	00	01.06.2022

PRINCIPAL 6/22
J.J. COLLEGE OF ENGG. & TECH.
TIRUCHIRAPPALLI-620 009.

J.J. COLLEGE OF ENGINEERING & TECHNOLOGY * TRICHY-9

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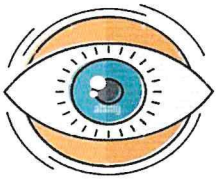

VISION

To become a globally recognized 'Centre of Academic Excellence' providing quality education to all students.

MISSION

To provide quality education in the fields of Engineering, Management, Information Technology and other engineering areas.

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PURCHASE POLICY

1. Any designated user can raise a purchase indent on behalf his/her department.
2. Any indent has to be approved by the respective department head.
3. Head of the Department (HOD) has the authority to approve/reject the purchase indent.
4. HOD has the access to modify the quantity of the indented item.
5. HOD approves the purchase indents are further scrutinized by the purchase manager.
6. Wherever budget approval is not there purchase manager can reject the indent.
7. Incase partial quantity is available; purchase manager can modify the indent quantity.
8. Purchase manager approved indents will have to be finally submitted to Principal for approval.
9. The Principal approved indents will raise purchase order based on quotation received from the approved vendor.
10. All the purchase orders raised will be scrutinized by the purchase manager for the agreed rate and wherever found different will have to be reconciled before approving the purchase order.
11. Physical copy of the purchase order is printed and duly signed by the Principal before sending it to the vendor.
12. On receipt of the goods, Purchase Manager shall verify the receipts against the requirements specified in the purchase order and on satisfactory receipt of goods; Goods Received Note will be generated.
13. Once goods received will be taken into stock and will be entered in the stock register.
14. Payment shall be in the mode of Cheque/NEFT.
15. Any discrepancies in the supply of goods will be intimated to the vendor immediately and a replacement is sought.
16. Frequent bad supplies are eliminated in the vendor list.
17. An approved vendor list shall be maintained in the department.

20/06/22

Administrative Officer

1/6/22

Principal

PRINCIPAL
J.J. COLLEGE OF ENGG. & TECH.
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