



ANSAR ENGLISH SCHOOL, PERUMPILAVU

STANDARD OPERATING PROCEDURE -PURCHASE

Reference No: AES/P/SOP/01

Process name: Purchase

Objective:

Make it clear that the SOP's goal is to simplify and control the Ansar institution's purchasing procedure in order to guarantee cost-effectiveness, efficiency, and transparency.

Roles and Responsibilities:

Process owner: Ms. Saleena Kader

Define the roles and responsibilities of individuals involved in the purchasing process, including:

- Purchasing Manager
- Department Heads
- Subject/ Technical Experts
- Finance Department
- Head of the Institution HOI

PROCEDURE:

1. Procurement Request:

- Initiating a procurement request:
- Departments or individuals requiring goods or services submit a formal request to the purchasing department.
- Information required in the request:
- Description of the required items, quantity, budget allocation, delivery timeline, and any specific requirements.

2. Vendor Selection:

- Ensure documentation is organized, easily accessible, and compliant with regulatory requirements.
- Performance Evaluation: Periodically assess the performance of vendors based on factors such as quality, timeliness, and customer service.
- Use feedback to inform future vendor selection and purchasing decisions.

7. Continuous Improvement:

- Regularly review and update the SOP to incorporate best practices and address any identified areas for improvement.
- Encourage feedback from stakeholders to identify opportunities for streamlining processes and enhancing efficiency.

8. Compliance:

- Ensure all purchasing activities comply with relevant laws, regulations, and institutional policies.
- Implement checks and balances to prevent fraud, conflicts of interest, and other compliance risks.

9. Training and Awareness:

- Provide training to staff involved in the purchasing process to ensure understanding of SOP requirements and adherence to established procedures.
- Foster a culture of accountability and transparency in procurement practices.

10. Associated records:

Procurement forms , bills, request letters, invoices, payments.

Prepared by


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