

RTU – Purchase / Works Manual

The Purchase and Works Manual of RTU has been designed to ensure that the purchase and works transactions of RTU are done in an economical and transparent manner and to safeguard the interests of RTU. As approved by the Board, this applies to all transactions of RTU and all these clauses are to be followed in totality.

1. Objectives of the Manual:

1. To transact purchases and its related activities in a transparent manner by introducing procedures.
2. To ensure that RTU gets the benefits of large scale purchases and gets value for money spent.
3. To ensure that RTU spends its resources in an economic manner following the principles of propriety in tune with its objectives.
4. To ensure that goods of high quality are purchased and to avoid delay in purchases.
5. To co-ordinate the activities of various internal departments in purchase related activities.
6. To introduce internal control measures in the process to safeguard against leakage of money.
7. To follow the best practices prescribed for purchases as per legal requirements and standard accounting practices.

2. Purchase Process:

Department wise budgets are prepared before every of financial year beginning. Based on that and on actual requirements, the process of purchase should start and should pass through the stages as given in the following pages.

1. User department prepare Purchase Requisition (PR) and send it to Purchase Department (PD) / Accounts Department (AD).
2. AD / PD process the PR and send it to the Director / President for sanction.
3. Director/President after sanctioning the PR send it back to AD/ PD.
4. PD receives quotations and places all documents before the purchase committee (PC).
5. Purchase committees makes decision based on the documents and selects the suppliers based on the lowest price, quality and send the documents back to PD.
6. Purchase department place orders based on the PC guidelines.
7. Goods received to be checked and goods received note to be prepared
8. Goods to be entered in the stock/Assets/Equipment Numbering registers
9. Payments to be made for the supplier
10. External Audit

The procedures to be followed at each level along with activities that are permitted and prohibited are elaborately elucidated in the following pages.

** The above said process is equally applicable to Building Construction, maintenance and other works.*

3. Purchase Requisition (PR):

The yearly financial budget is available at each department at the beginning of the year. Based on that, monthly budgets are to be prepared. Taking the budget as a base and as per the actual requirement, Purchase Requisitions (PR) are to be prepared in format given (**Annexure A**). The following points are to be noted in this process.

1. The signature of the person preparing the requisition and the department head must be put in the requisition.
2. The department should first get the present stock availability details of the goods.
3. The period for which the quantity to be purchased will be used must be mentioned in the requisition. Purchases must not be done in too large quantity that the amount is blocked up or there are wastages, similarly it should not be done in too small quantity, as it would increase the overall cost. The quantity to be ordered is to be determined after considering all these factors.
4. The department must verify that the goods are not of lavish nature and it is necessary, taking into consideration the principles of RTU.
5. Wherever possible, different levels like maximum level, minimum level and average level and re-order level may be fixed for each stock to aid purchases decision making. Economic order quantity (EOQ) also is used, wherever possible.
6. In case the goods are required urgently, the date on which it is required is to be indicated on the face of the purchase requisition and must be marked "Urgent". However, careful planning must be done so that the requisition is sent beforehand.
7. Descriptive details about the goods such as the quality, the use for which it is required and any other information about its nature must be mentioned clearly in the requisition.
8. The purchase requisition has to be prepared in duplicate, one copy to be sent to the AD / PD and one copy retained with the department.

4. Accounts Department / PD Scrutiny:

After receipt of the purchase requisition from the department, the accounts department should process the requisition and send it to the Director / President for approval. The following aspects are to be carefully followed by the accounts departments.

1. The accounts department should first check if the amount has been budgeted and if amount is still available under the head. It should also check the cash availability.
2. The AD / PD should also check the quantity already available and must ensure the quantity mention
3. The accounts department should also verify other related matters. If there are any queries, they may be addresses to the department and reply got.
4. After satisfying all related matters, the accounts department forwards the requisition to the Director / President.

5. President / Director's Sanction:

The President / Director would give sanction to the purchase verifying all the documents. The suitability and the need of the purchases with RTU's aims will be one aspect that will be looked into at this level. After sanctioning, the President / Director will return it to the AD / PD.

6. Purchase Department (PD):

RTU's Purchases will be done through the Centralized PD. All purchases should be done through this department alone and direct purchases by departments are not allowed. The functions of the purchase department are stated below.

7. Maintenance of list of Suppliers:

1. The purchase department should collect the suppliers list
2. The departments also should prepare a list of suppliers of these Particular goods.
3. The suppliers in various places along with their VAT registration number, address, contact number, owner details and terms and conditions must be maintained in the list.
4. As suppliers located in various places should mention the approximate purchase related costs such as transport cost, ordering costs, communication costs and other costs should also be mentioned for each establishment.
5. In the case of direct visit to the suppliers, one person from the purchase department and one person from the PC should visit the supplier's place.
6. The list is to be updated every year in the month of March.

8. Duties of the Purchaser:

1. Convene PC meeting
2. Preparing minutes of the PC proceedings
3. Have a track on departments needs
4. Collecting quotations from vendors
5. Preparing comparative chart and table and recommending to PC. (If needed to prepare respective department)
6. Issue purchase order to vendors as per the purchase committee decision and satisfy PC intention/guideline
7. Ensure “ Value for Money”
8. Receiving and verifying the ordered goods and ensure quality & quantity of the goods
9. Maintenance of “Stock / Assets Register”

9. Obtaining Quotations:

Once the purchase department receives the purchase requisition from the AD / PD, it should contact the suppliers and get quotations. The following points are to be noted.

1. Purchase may be done in the form of single purchase and purchase contracts. Single purchase may be resorted to when the same goods are to be repeatedly purchased, and then the purchase contract method may be used. Under this, the total purchase quantity for the year must be previously mentioned to the suppliers and quotation can be got for periods. However it must be seen that the price remains the same throughout the period and it is not increased above the quotation prices, it will be an added advantage if RTU can negotiate with suppliers to pass on the benefits of price reduction to RTU. Separate purchase-getting quotation each time can also be made under this method too.
2. In the case of suppliers from different places related costs like transport costs, ordering costs and other related costs are need to be considered.
3. Quotations should be got form minimum three concerns /Shops/Suppliers. Wholesalers should also be contacted. Suppliers in bigger cities should also be contacted. The quotations should be got by post/ Courier and the cover should be attached with the quotation. It must be addressed to the President/Director. The supplier's address, VAT registration number, telephone number should all be mentioned in the quotation.
4. It would be better if an invitation were sent by post or e-mail. In the case of purchase of items whose cumulative purchase in a year would exceed Rs.50, 000/- invitation to get quotations should compulsorily send by post. However, telephone calls can also

be made for urgent purchases. A person from the AD/PD and the Director should also be present during this session and it must be documented. Direct visit should not be encouraged as far as possible, If direct visit is made, one member from the purchase department and one member from the accounts department and one member of Asst. Director should visit the concern / supplier's place.

5. The quotation invitation letter should clearly mention the quantity and quality of goods to be purchased along with the terms and conditions (**Annexure C**). Technical specifications must be clearly mentioned. Quotations must not be got for a single quantity of that item and must be for the required quantity and this must be common for all suppliers. It must be mentioned in the letter that the supplier should quote all costs such as purchase cost, taxes, transport costs, if and any and all others costs separately to aid decision making. The last date of the receipt of quotation at RTU must also be mentioned along with the date of opening of quotation. It must also be mentioned that a representative of the concern/ supplier with identification letter will be permitted to attend the proceedings or quotation opening.
6. A copy of the letter sent to various places should be available in the file. Similarly, in the case of other ways of communication also, it must be documented.

10. Purchase Approval:

1. To collect the price and availability over phone for regular purchases.
2. Preparing the Purchase Order (with detailed specifications) and place the order to the suppliers.
3. Limit of Purchase:
 - If a request is less than Rs.1500 (within a month), concerned Department Manager is free to decide about the purchase.
 - If the request is above Rs.1501 and less than Rs.5000 approval of the Director/President is enough to purchase.
 - If the request is above Rs.5001 the P.R. need to be brought to Purchase Committee for detailed scrutiny / Transparency.

11. Purchase Committee:

11.1. Aim:

- To ensure quality on Purchase / works with low cost within a short period of time fulfill the integrated requirements of all departments, staff and contractors of the organization.

11.2. Composition:

- This is a body, which was formed by the management, consisting of at least 5 persons as its members. Every year (Period from 1st April to 31st March) the members of the committee are changed on cycling basis giving opportunity for all the staff members of the organization based on individuals' capacity and workload.

11.3. Proceedings:

1. The meetings will be held once a week on Tuesday at 2:30 P.M. Special meetings will also be held, if necessary.
2. 2/3rd of the members are required to be present in all meetings.
3. The President / Director will participate in the meeting at any time and provide their recommendations and suggestions at their convenience

4. All the discussions and deliberations must be entered in the minute's book and must be signed by the convener and all members. The minutes of the previous meeting must be read in the next meetings.
5. Special invitees from respective department staff who submit the purchase requests (P.R.) can be invited to get additional information and suggestions to clear the P.R.
6. The purchase committee member should not take part in the deliberations concerning the purchases of his department.
7. The purchase committee must also discuss the status of various transactions so that there is no overall delay in the purchase process.

11.4. Department's Responsibilities:

1. To Prepare works and purchase requests
2. To get concept wise approval from the President / Director
3. Attach the complete details of the needed goods / works
4. If it is building construction, the related documents should be attached (e.g. blue print, other details specifications etc.,)
5. The P.R. must reach the committee 3 days before.
6. To prepare comparative study of the competitive quotations and submit to purchase committee (P.C.)
7. Specify the technical guide lines on their P.R. of the goods which help the committee to take right decisions
8. Provide the details of the budget availability to the purchase committee for verification.
9. To get the NOC (No objection Certificate) from the local Panchayath / Government Departments for building construction and extension works

11.5. Opening of Quotations:

1. The postal inward department must send the quotations received from the suppliers for all purchases to the purchase committee. They must be opened in the presence of the PC. A representative of the supplier, duly authorized, can also attend the process of the opening of the quotations; the convener of the purchase committee should open the quotations in the presence of others.
2. A comparative chart containing the list of all suppliers, price quoted mentioning original price, trade discount, cash discount, taxes, transport cost and other costs must be prepared.
3. In some cases, there may be different models. Quality within the same manufacturer and this should be compared with similar quality of different manufacturer. Comparison must be made with similar items only.
4. In the chart, the option with the least cost must be highlighted.

11.6. Selection of Supplier:

1. Based on the comparative chart, purchase decisions will be taken. The quotation with the least price must be selected in all cases, if least quoted quotation is not selected, the reason must be mentioned thereof and the approval of the Finance Committee must be obtained in this regard.
2. In line with the principles of RTU, an exception is made to the lowest quotation selection. The goods of NGOs (Non Governmental Organizations) and SHGs (Self Help Groups) can be accepted for purchase even if their price is more than the price of other suppliers up to a limit of 10 % from the lowest quoted price. This is because they too work for charitable purpose.

3. Where the committee feels that the price is high and where it feels that price can be reduced further, then it can resort to negotiations with the concern or his representative, this can be arranged after analyzing all the Quotations.
4. Invitation should be extended to all suppliers and not to single concern alone, the negotiations should also be held with all concerns.
5. All negotiations should take place in the purchase committee meetings, alone which should be entered in the minute's book.
6. Trade discount relates to discount got on bulk purchase. Cash discount refers to discount got for full payment. As RTU is eligible for both these discounts, they must be got from the suppliers. These should be part of the negotiations reduction in maintenance, AMC (Annual Maintenance Contract) charges and free training in their concern for RTU's staff for the asset management may all form part of the negotiations. After negotiations, the price as mentioned in the quotations should only be reduced and never increased. There should not be any compromise with the quality or specifications. It must be the same as mentioned in the purchase requisition.
7. After negotiations, a note should be prepared on the result of negotiation along with the price decreased the purchase committee members and the representative from the concern/ supplier must sign this.
8. Apart from these, the staff from the purchase committee members must select minimum three random cases every year and must visit the suppliers place and check the contents of the bill with regard to the amount and other cases.

After all these, the purchase committee will recommend its decision mentioning the party from whom purchases is to be made with the quantity and price and technical specification and necessary term's & conditions.

11.7. Purchase Order (PO) Note:

Based on the purchase committee recommendations the PD will prepare the Purchase Order (PO) note containing the price, technical specification and quantity and send the same to the supplier, placing the order. Four copies of the purchase order note must be prepared and one copy must be sent to the AD and one copy must be sent the user department and one copy will be retained with the PD and the original will be sent to the supplier.

11.8. Goods Received Note:

When the goods are received, the watchman should make entry in the register maintained by him. The Goods received note, which should be serially numbered, must be prepared by the PD and PC member and the department head must also verify the goods, its quantity, quality and technical specifications and compare them with the purchase order note and bill and note them in the goods received note. Both of them should make endorsements in the goods received note that goods have been physically verified and are as per the bill and the purchase order note. The goods received note number must be mentioned in the bill. Endorsements should be made in bill by the purchases committee member that the goods have been received as mentioned in the bill, It must be prepared in triplicate and a copy must be sent to the accounts department and copy must be sent to user department and one copy must be retained with the PD. The PD for made the bill to AD for payment.

11.9. Stock Entry:

The goods should then be handed over to the respective departments who shall enter them in their stock registers. The goods received note number must also be mentioned in the stock register. Separate folio must be opened for each type of goods. Their issues must be made against written indents received from users. The goods must be physically verified once in a month by the internal audit team and must be compared with the book stock and the report must be sent to the AD

12. Payments:

The AD will receive the bill and goods received note from the PD. It should scrutinize in the following manner.

1. It should verify if all clauses of the purchase manual has been followed.
2. It should verify if the quotations have been got as per the method prescribed and compare them with the bill.
3. It should compare the goods quantity and technical specifications as mentioned in the purchase order note with the bill and the goods received note.
4. It should also verify the purchase committee minutes with the bill as regards the total amount to be paid.
5. It should also make test check of the stock register with regard inwards. It should also see that the stock entry page number and the goods received note number are mentioned in the bill along with the signatures of the respective in charge persons.
6. It should verify the bill as regards its arithmetical accuracy and other aspects and must see if it is in order.
7. Apart from these, the staff from the AD must select three random cases every year and must visit the suppliers place and check the contents of the bill as regards the amount and other aspects.
8. Wherever, tax deducted at source is to be done, the accounts department should do the needful.
9. Payment must be done in the name of the supplier as mentioned in quotations, PO and Bill only by means of demand draft or cheque by postal or courier and not given to staff; it should follow up the matter and get the stamped receipt. The Photocopy of the demand draft / cheque must be attached with the voucher.
10. Advance to suppliers may be discouraged, as far as possible, If they are insisted by the suppliers, the Directors special approval is necessary. The credibility of the concern must be enquired and there must be got. Advances must be paid directly to the concern by DD or cheque and not to staff. The Photocopy of the demand draft/cheque must be attached with the voucher.
11. The voucher must contain the bill, receipt, PR, PO note, goods received note, quotations and Photocopy of DD / Cheque. A checklist containing all these items and also mentioning if they are present or not must also be attached. The purchase committee minutes page number, stock book entry page number and goods received note number must also be mentioned in the back of the bill along with the signatures of respective persons.

13. Contract Works:

1. In the process of Contract, concerned department needs to prepare a detailed note on the requirement, measurement, drawing etc., after thorough study by the Works Committee (WC), if necessary WC should seek opinion from internal/external qualified/experienced persons in relevant field. In the case of bigger budget contract, it is advisable to seek more expert advice.

2. Once the details of the work/drawing is made available, a Notice Inviting Tender (NIT) and Bills of Quantity (BQ) should be prepared and made available to the contractors against payment (to the least document copying charges)/without payment. Contractors need to complete their Tender Documents (TD) within stipulated time (in tender document) and submit to the Purchase and works committee (PWC) in a sealed cover.
3. On a date prefixed/informed to all bidders, those Tender Documents (TD) submitted by the contractors have to be opened in the presence of Director/Works Committee Chair Person and contractors. Before opening the bids, the seals of the cover should be verified and certify that the secrecy and transparency was maintained.
4. Then PWC needs to scrutinize the TD in arithmetic, quality and quantity. Then the decision on awarding of contract must be decided.
5. The PWC is responsible to issue a work order to the Purchase/Works Committee approved contractor, monitor the work, Maintenance of "M" Book and report to PWC about the progress of the work.
6. After completion of the contract, there is need to verify quality and quantity and compared with the budget and bills of quantity.
7. For all these processes we should be in a position to produce document evidence in the form of minutes, bills, certificates, etc.,
8. All the documentary evidences should reach the Accounts Manager for verification and further follow-up (fund release, management etc.,). If any discrepancy found in any of the document it should be brought to the knowledge of Director / PWC and get satisfactory reply, which should be kept safely and produced for future scrutiny by Auditor or any other designated authority.
9. Security Deposit for contracts should be 5% of the contract value.
10. The payment of such security deposit from the contractors is made after six months from the date of completion of the work, before settlement there should be a NOC from concerned user.
11. In the case of labour contract, the quantity and quality of the goods utilized by the workers should be verified and received by purchaser in the presence of a Purchase/Works committee member, who has sufficient knowledge on those materials.
12. A satisfactory certificate should be received from the beneficiary and supervisor before making final settlement to the contractor.
13. The department persons, managers and Director should do regular and surprise inspection.
14. If any modification in our plans, we should obtain separate quotation from contractor and confirm the rate with contractors through some other source.
15. Before the first payment voucher raised, all original documents should reach AD.
16. Accounts Department is responsible for the maintenance; and must reports produce on demand by the designated authorities even after the completion of the work.

13.1. Verify the contractor's background:

- Machineries and construction materials owned by the contractors
- Man power – How many workers
- Previous work process and completion / Long life building
- Financial capacity of the contractor

13.2. Following information's should be available in the quotations on contractor letter head:

- Plan with President / Director approval
- Quality/Make Description;
- Unit Cost
- Validity of the quotation
- Packing & Forwarding charges (if any)
- Cash discount (if any) – Quantity wise
- Tax (if any)
- Guarantee
- Date of delivery
- Payment details – (mode & type, advance if required)

13.3. Monitoring the Construction work to help the department

- | | |
|-----------------------------------|--------------------------------------|
| ➤ Making the site as per the Plan | ➤ Wooden / Cement doors |
| ➤ Levelling the land if necessary | ➤ Wooden / Cement windows |
| ➤ Earth work excavation | ➤ Wooden / Cement ventilators |
| ➤ Foundation and footings | ➤ Plastering internal ceiling |
| ➤ Sand / Granite dust filling | ➤ Plastering external ceiling |
| ➤ Columns footings concrete | ➤ Plastering surface walls |
| ➤ Plinth beams concrete | ➤ Plastering external walls |
| ➤ Columns above plinth | ➤ Providing water proof plaster roof |
| ➤ Earth filling | ➤ Plastering RCC columns / beams |
| ➤ Room beams lintels | ➤ Final touch-up work |
| ➤ Roof slab concrete | ➤ Cleaning the site |
| ➤ Brick & hallow block wall | ➤ Handing over the building |

13.4. Supervision:

- Line
- Level
- Measurements
- Verticality
- A level tube filled with water
- A measuring tape
- Always keep open the Eye for their work
- Check the quality of materials at site
- Monitor the work at site as per the bar chart & drawing
- Check the specification at site as per the tender document
- Monthly 2 times site meeting and regard the minutes
- Check the measurement of completed work and record
- Monitor and check the quality of work, curing, workman skill etc.,
- Documents at site – Files, registers, photos and videos

13.5. Construction documentation & legal aspects:

- Site approval letter
- Temporary TNEB approval
- Panchayath / Town Panchayath approval
- Other Government related approval
- Tender document
- All working drawings

- Bills of Quantities
- Agreement between stakeholders / contractors with RTU
- Bar chart
- Fulfilling the labour laws

13.6. Construction check list / filing:

- Test certificate for steel
- Test certificate for cement
- Measurement book
- Bills copy
- Drawings file / pouch

13.7. Supervision:

- To verify the construction stage by stage to ensure that it is construction is going on as per plan.

13.8. Penalty:

Penalty at the rate of 0.5% (half percent) of the total contract value stage by stage of delayed work completion (maximum of 2% of the total contract value) if exceeds that the contracts stands cancelled.

13.9. Incentives:

Incentive at the rate of 0.2% of the total contract value given for early completion of the work on Stage by Stage to the maximum of 1% of the total contract value

13.10. Contractors' Obligations:

- Acceptance of work – signing the agreements
- Providing bar chart before starting the work
- Using only the approved quality construction materials
- Submission of the required test certificates for cement and steel
- Only the skilled workmen should be used to execute the work
- Qualified and strong site engineer should be appointed
- The contractor should visit the site daily to see the progress of the work
- All safety measurement for all the workmen and the people should be taken care
- Payment will be released after 10 days from the date of certified bill
- All the legal formalities for the Government offices should be fulfilled by the concerned department manager

13.11. Probable Hurdles and Difficulties in Completing the Project:

- Interference of nature like rain
- Non availability of skilled and unskilled labourers
- Non availability of construction materials
- Local problems like bundh, strike etc.
- Use of non-specified and substandard materials
- Lack of qualified and skilled supervisory staff
- Documenting wrong measurements
- Unskilled labourers executing the work
- Local festivals, celebrations
- Sudden price hike in the materials cost
- Government's intervention

13.12. Method of Measurements

Dimensions:

- There are three dimensions to objects
- Length, breadth or width and height or thickness
- Fourth dimension not measure regularly is time

Units:

- Measurements can be done in feet and inches (a'b'")
- In meters and centimeters (a.b m)
- In millimeters also (mm)
- Weights are measured in kilograms and grams

How to Measure?

- Objects having all three dimensions prominent are measured in cubic units
- Objects having one of the three dimensions too small compared to other two are measured in SFT and SQM
- Steel is measured in running lengths and converted in to kg using unit weight table

Accuracy:

- Try to be as accurate as possible
- Up to two decimals in metric units is good enough
- Up to half an inch is acceptable while in feet and inches

14. Low Cost Housing:

A standard low cost house stands on an area of 289. Sq.Ft. The technologies used are selected primarily to reduce cost but without compromising the strength and durability of the structures.

- Normal house size – 17' X 17' (5'X5')
- Earth digging – 1 ½'X1 ½'(or) 1 ½'X 2' Sq.Ft.
- A living room, verandah, Kitchen and Bathroom.
- Steal roofing.
- Tiles, Door, Window, Jelly, Self and different size Hollow block should be used for our cement production unit materials.
- The foundation raising a height of 1 to 3 feet from the ground level.
- The flooring is done with cement also bathroom.
- No plastering work for walls.
- Use for only single layer of Tiles.
- No Providing the Electricity and plumbing work.
- A team of masons and another team of carpenters together can complete five houses in a maximum period of 20 days.

15. External Audit:

External Audit by Chartered Accountant will be done on 100% if purchase transactions and will be included as part of their agreement letter. The auditor must include in his report to the General Body the following of purchase manual by RTU and he / she should give a report about any contraventions and violations. Action must be taken on the report given. Apart form this, the Auditor must select three random cases every year and must visit the suppliers place and check the contents of the bill as regards the amount and other aspects.

REACHING THE UNREACHED, G. KALLUPATTI – INDIA

Service/Goods Request form

Date : _____

Description of item: _____

Justification: _____

Usage and User: _____

Budget Head : _____ **Dept:** _____ **Programme** _____

Budget available amount as on: _____ **Rs.** _____
Approximate Value **Rs.** _____ old stock details (if any)
LESS: RTU input **Rs.** _____
External Sources **Rs.** _____

AVAILABLE SOURCES

S.No.	Name of party	Quotation reference	Value	Remarks
1.				
2.				

Date of Requirement: _____

Requested by _____ **Recommended by** _____ **Approved by** _____

Purchase Committee point No. _____ **Dated** _____

Comparative Chart

Budget Head:

Available Budget

President / Director Approval

Ref:

Sl.No.	Item Description	Supplier 1	Supplier 2	Supplier 3
Quotation reference		# Dt.	# Dt.	# Dt.
Total Value (-) RTU input Balance required				
Validity				
Tax				
Payment details				
Guarantee				
Discount				

Net Price Payable

We recommend purchasing the cited items / service from (Supplier # XX) for the following reasons:

Recommended by

Purchase committee Chair Person

Purchase Order

Ref.#

Date:

To

.....
.....
.....

Sir,

Ref: Your quotation Ref..... Dated.

Kindly supply / service the following in an early date:

Sl.#	Item Description	Unit Cost	Unit Required	Total Value
Total				

Terms & Conditions

1. Delivery & Installation on or beforeat our
-
- 2.
- 3.

For Accounts Office use only

Payment Details:

Value Paid

Balance to be paid

Copy to Accounts Dept., & Concern Dept., (Originator or the PO)

PWC Ref:

Goods Received Note

Date:

Received the following goods/service from M/s.....in good condition / to our

Satisfaction as per our Order RefDated:.....

Reference: PR # Dt.,

PO PR & Dt.,

Bill # & Dt.,

Sl.#	Goods /Service Description	Ordered Quantity	Received Quantity	Stock Entry Pg#	Equipment / Assets Code	Remarks
		(Receiver to be filled)		(Stores In-charge to be filled)		

Signature

**User
(PR Originator)**

**Verifier
(PC member)**

**Purchase/Stores In-charge
(Compared with PO)**