

Contingency/Purchasing

I. Without advance

Step I: Permission/Approval from Principal

1. Permission needs to be taken from Principal for the purchase of given items.

Step II: Payment Permission

1. Procurement of the given items by the purchase committee.
2. Listing of procured items
3. A detailed note sheet of expenditures on items
4. Details of the vendor.
5. Principal's permission for the release of amount spent on the purchase of items.

Step III: Payment to Vendor

1. The prepared note sheet of the purchased items and other details need to be submitted in the Accounts section.
2. The Account section will transfer the amount to vendor's account.

II. With Advance

Step I: Permission for advance

1. The permission from the principal has to be taken along with the purchase of item(s).
2. State the amount which is needed for the purchase.
3. Submit the permission/approval letter along with the note sheet in the account section.

Step II: Purchasing of Items

1. Purchase the items for which the advance sum was taken.
2. Bill from the vendor(s) have to be taken for all purchases.

Step III: Submission of Bills in the Account Section

1. All the bills of the items purchased along with the note sheet have to be submitted in the Account Section.
2. The detailed balance sheet of the money spent and left also has to be submitted in the Account Section.

Total Amount that can be advanced

1. The maximum amount that can be advanced in one instance is Rs. 15,000/-.

Contingency/Purchasing

