

Standard Operating Procedure (SOP) for Purchase of Books and Stationery for SAC School, Tadpatri

1. Purpose

This SOP outlines the process for purchasing books and stationery for the school to ensure that all necessary materials are acquired efficiently, transparently, and in compliance with school policies.

2. Scope

This procedure applies to all departments, teachers and staff involved in the procurement process of books and stationery within the school.

3. Responsibilities

- **Executive Committee:** Final approval authority for all purchases above Rs 20,000/-
- **Correspondent:** Final approval authority for purchases less than Rs 20,000/-
- **Principal:** Forwarding authority for all requirement/ indents.

Purchase Committee: Procurement Committee consist of one EC member, Principal/ correspondent, one teacher and one administrative Staff designated by EC. It will be responsible for selecting vendors, reviewing quotations, and making recommendations. They ensure that procurement activities comply with legal, regulatory, and ethical standards are held accountable for their actions, promoting transparency and integrity.

If the procurement value is as high as above Rs three lakh rupees it need to go for tender process. Members of the procurement committee evaluate bids based on predefined criteria, such as cost, quality, delivery time, and supplier reputation and awards the contract. In some cases, the committee may be involved in negotiating the terms and conditions of the contract with the selected supplier. The procurement committee is responsible for maintaining accurate records of all procurement activities, decisions, and approvals. They report to EC/ GB on the outcomes of procurement processes.

- **Staff/Teachers:** Submit requirements for books and stationery to the Purchase Committee.
- **Accounts Department:** Verifies the availability of funds and processes payments.
- **Storekeeper/Inventory Manager:** Receives, inspects, and manages the inventory of purchased items.

4. Procedure

4.1. Requirement Identification

- **4.1.1.** Each department, Staff or teacher identifies the need for books and stationery at the closure of the academic year as required for next academic year.
- **4.1.2.** A detailed list specifying the quantity, titles, authors, and edition of books, along with the type and quantity of stationery, is prepared.

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Chairman
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Tadipatri

- 4.1.3. The list is submitted to the Purchase Committee by a specified deadline (by end of March)
- 4.1.4. In case of requirements which were .

4.2. Budget Approval

- 4.2.1. The Purchase Committee reviews the submitted lists for accuracy and necessity.
- 4.2.2. The Accounts Department confirms the availability of funds as per the budget.
- 4.2.3. If necessary, the budget for purchases is revised in consultation with the Principal/Correspondent of the School.

4.3. Vendor Selection

- 4.3.1. The Purchase Committee solicits at least three quotations from different vendors. Since most of the Books are either from NCERT or State Bd therefore published by various publishers, The Purchase Committee shall take Quotations for the Books directly from the publishers to get better Quality of Books on competitive rates.
- 4.3.2. Quotations are evaluated based on cost, quality, delivery time, and vendor reputation.
- 4.3.3. The Committee prepares a comparative statement and makes a vendor recommendation to the Principal/ Correspondent of the School.

4.4. Purchase Order (PO) Issuance

- 4.4.1. Upon approval, a formal Purchase Order is issued to the selected vendor(s).
- 4.4.2. The PO includes details like the description of items, quantity, price, delivery date, and payment terms.
- 4.4.3. A copy of the PO is sent to the Accounts Department and the Storekeeper.

4.5. Delivery and Inspection

- 4.5.1. The vendor delivers the books and stationery to the school on the agreed date.
- 4.5.2. The Storekeeper/Inventory Manager inspects the items for quality and quantity against the PO.
- 4.5.3. Any discrepancies are immediately reported to the Purchase Committee and the vendor.

4.6. Payment Processing

- 4.6.1. After satisfactory inspection, the Storekeeper/Inventory Manager signs off the delivery note.
- 4.6.2. The signed delivery note, along with the vendor's invoice, is forwarded to the Accounts Department.
- 4.6.3. The Accounts Department processes the payment as per the agreed terms.

4.7. Record Keeping and Inventory Management


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- **4.7.1.** All purchase-related documents, including requisitions, quotations, POs, invoices, and delivery notes, are filed systematically by the Purchase Committee and Accounts Department.
- **4.7.2.** The Storekeeper updates the inventory records and ensures that the items are stored properly.
- **4.7.3.** A periodic audit of the inventory is conducted to ensure the accuracy of records and stock levels.

5. Compliance and Review

- **5.1.** This SOP is to be reviewed annually by the EC to ensure it meets the school's needs and complies with any updated policies or regulations.
- **5.2.** Any deviations from this SOP must be documented and approved by the EC/GB.

This SOP is designed to ensure that the purchasing process is methodical and transparent, reducing the risk of errors or misconduct.

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