



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
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Standard Operating Procedure(Sop)

Purchase Committee

1. Examine requisitions received from various committees
2. Select requisitions for purchase as per the college requirements and other merits.
3. Prepare the budget and get it approved from CDC.
4. Identify vendors for the subject matter of purchase.
5. Invites quotations for the purchase from the identified vendors.
6. Examine quotations received and prepare a comparative chart of the same.
7. Select appropriate quotation keeping in mind the quality of the products, the price and other terms of purchase.
8. Raise a Purchase Order (PO) in favour of the vendor detailing the various terms of purchase.


PRINCIPAL