



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

Purchase & Payment Policy (Version 1)

1. Purpose

The purchase of goods and services is necessary for the smooth operation of the organization. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

2. Methodology

Swashodhan Trust shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered.

- For purchases of single item up to Rs: 5000/-, Quotation is not required



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For the Purchase of item above Rs: 5000/- to 500000/- For orders exceeding, three quotations are obtained from reputed organizations registered with Government and with good ethical track record. And best quote among them is selected.

3. Procedure

→ Inform to the accounts department saying that so and so purchase and payment need to make

→ The need to purchase the item

→ Cost estimation. The different vendors if cost more than Rs 5000.

→ Get Approval:

a) Less than Rs 3000 - Smilin

b) more than Rs 3000 - Smilin & Anil

→ Purchase the item.

→ Payment: send QRS code or other

Paying systems.

→ Receipt/bill/invoice

a) Soft copy immediately.

b) Hard copy to provide later.

→ Warranty information: if Purchased

a) Enrol on line or mail the card.

b) Front office Coordinator - To maintain in inventory.



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→ **Inventory: front office Coordinator to enter.**

Employee Signature

Date

Administrator Signature

Date