



برایت رایدرز سکول  
BRIGHT RIDERS  
SCHOOL

## PURCHASING POLICY

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<b>Authorized Signatories:</b>			
<b>BRS Ventures Education Head:</b> Signature:	<b>Principal:</b> Signature:	<b>Vice Principal:</b> Signature:	
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## **PURCHASING POLICY – BRIGHT RIDERS SCHOOL**

The following is the general purchase procedure. Specific forms and records are used to follow proper purchase procedure and implement purchase policies.

### **1. Purchase Requisition**

Purchase requisition is the basis for placing the purchase order for materials and supplies. It is a written request prepared by the respective department counter signed by the department head or authorized staff of the department and hand over to the purchase department. The purchase requisition includes the details like material code number, type of materials and quantity of materials etc. Generally, the purchase requisition is prepared in 2 copies. The first copy is sent to the purchase department. The respective department retains the second copy for the future reference.

### **2. Identify the Sources of Supply**

The purchase department or the purchase officer should know the sources of supply of various materials and requirements of the organization. The selection of right sources of supply gives maximum benefits to the organization. The buying of materials on credit basis & right quality of materials is the efficiency of the purchase department or purchase officer. Hence, the purchase department or purchase officer should know the financial strength and experience of supplier. The followings are the main sources of supply of an organization.

- a. Experience i.e. past purchase
- b. Salesmen conversations i.e. new suppliers.
- c. Catalogues
- d. Trade directories i.e. yellow pages
- e. Trade journals
- f. Consulting business associates i.e. businessmen who are doing same business
- g. Request for quotations. (Minimum 3 Quotations per requisition)

### **3. Selection of Right Supplier**

The purchase department or the purchase officer must select the right supplier on certain analysis based on the following points -

1. Price quoted by the supplier.
2. Time of delivery.
3. Quantity discount.
4. Cash discount.
5. Terms of payment.
6. Mode of delivery.
7. Past performance of the supplier.
8. Good will of the supplier in the market

#### **4. Call for Quotations**

- Based on the various sources of supply, the purchase department or the purchasing officer calls for quotations.
- The quotations should be requested from at least 3 suppliers and should receive in sealed envelope directly to the school office.
- All the received quotations are opened on a specified date and time in the presence of an Internal Auditor, the Head of school administration & the Principal.
- The 3 received quotations will be compared with their catalogues / past records by the committee and signed off on the least quoted value.
- Once signed off, the purchase department or the purchase officer should be contacting the prospective vendor for further discounts/availability of materials etc.
- The correspondence of such communication should be via official mail.

#### **5. Placing of Purchase Order**

After selecting the right supplier, the purchase department or the purchase officer can prepare the purchase order and send the same to the supplier without any further delay. A purchase order is the commitment by a buyer to pay for goods ordered. Similarly, it is the seller's authority to charge the buyer for supplies made. It becomes a legal contract.

The signing authority for the purchase orders are strictly followed as per below order –

- a). Purchase Order related to Capex – Signed by CSO
- b). Purchase Order related to IT products – Signed by Group IT
- c). Purchase Order related to Operations – Signed by School Principal
- d). All purchase orders as stated above are to be initiated by the cluster Head of Education, Dubai.

A purchase order is prepared in 3 copies. The first copy is sent to the supplier, the second copy is to be sent to the finance department and the third copy is to be retained by the purchase department for future references.

#### **6. Follow Up of Purchase Order**

The time, date and mode of delivery are mentioned in the purchase order. If the order is not executed as per the specifications of the purchase order, the purchase department or the purchase officer should take follow up action. A reminder may be sent to the supplier for the execution of order as early as possible. Oral communication may also be followed.

#### **7. Receiving of Materials**

The purchase department while receiving the materials performs the following functions.

1. Ensure the goods are in order as requested.
2. Checking the quantity and quality of materials.
3. Highlight any shortages or bad quality items.
4. The goods are supported by an invoice and the delivery order.

#### **8. Inspection of Materials**

The receipt of materials is compared with purchase order and delivery note issued by the suppliers. If the materials are not received as per the specification of the purchase order and delivery note, the materials may be rejected. Thereafter, an inspection report is prepared in a specified form and the same is sent to the supplier for proper execution of an order. Sometimes, the materials may be rejected due to inferior quality. If the materials are rejected, proper reasons for such rejection should be clearly specified in the rejection report. The purchase department forwards the document to the stores in charge with supported documents for recording in the stores register.

#### **9. Passing the Invoice for Payment**

If an invoice is correct in all respects, the purchase manager or the purchase officer will authorize/approve the invoice and send the same to accounts department and finance department for payment.

### **PROCUREMENT POLICY GUIDELINES (Bright Riders School, Dubai)**

- Receiving request from the staff/Department.
- Reviewing the request and asking for Quotations to the multiple vendors. At least 3 Quotations need to be called for.
- These quotations should be received by the school in sealed envelopes ONLY.
- These sealed envelopes will be opened by the Bid Opening Committee on a mutually convenient date and time.
- Bid Opening Committee consists of are member from Internal Auditor, Principal of school, Accounts head from school and Cluster Head of Education Dubai.
- Once the envelopes are opened and signed off by all the members of the committee, the tender can be awarded to the vendor who has quoted the least.
- Sending the scan copy of the same to the Bid opening committee with subject for the bid, opening date of envelopes and the vendors name who submitted the Quotes.
- Compare the Quotes by item to item pricing and negotiating with suppliers for further discounts or alternate options for the items.
- Making recommendation sheet after the finalization of the Quote.
- Order is placed.