

# Policy: Stationary Purchase

PL No – 46

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

Currently our stationaries are being purchased on need basis or randomly without a set frequency which harms us in terms of more work as every time we buy something, we have to raise PR, PO and transfer the money. Also our negotiation get reduced because we are buying more in volume but negotiating at a weekly order size. Hence this practice is abolished. Here is the new sequence:

1. Everyone will give their stationary requirement by 25<sup>th</sup> of the month for next month to store department in the attached stationary requisition form.
2. Store department will do the purchase on their behalf and keep the supplies stocked in store.
3. Store department will issue them as needed by staffs.
4. For getting the stationaries from vendor the cab will go and collect the materials, so we don't pay on freight.
5. If someone require any stationary item which they had not given requirement in advance, then they will have to buy same in their personal time.
6. The only exceptions will be cases where it is established that the requirement could not be given earlier. In such cases purchase will be done by the store in-charge.
7. Purchases done by store in-charge will be subjected to our purchase Policy.
8. In case of any confusion or doubts, please contact HR Head.

*Ok Approved*

Written By  
Head- HR



*Approved*

Approved By  
Management