

Policy: Grocery Items Purchase in Pantry

PL No – 47

Issued On – 28/06/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 1

Currently our grocery items are being purchased without a set frequency which reduces our efficiency in terms of doing more work as every time we buy something, we raise PR then PO, then purchase it or we consume too much time of accounts in taking imprests & later adjusting it. Here is the new sequence:

1. Pantry in-charge will select a grocery store who can supply the items at best price.
2. Pantry in-charge will fill Grocery Requisition Form monthly and get it approved by HR Head. Form is attached with this Policy.
3. Pantry in-charge will place an order as per requirement to the grocery store.
4. After buying grocery items, receipt/bills/invoice will be deposited to the accounts and accounts will transfer the money, if imprest was taken then get the outstanding amount of the imprest settled.
5. In case of non-routine expenses, the bill will be approved by HR Head and then the payment would be done by the accounts department on reimbursement basis.
6. This will follow the purchase Policy of the organization.
7. In case of any confusion or doubts, please contact HR Head.

Ok Approved
Written By
Head- HR



Approved
Approved By
Management