

# Purchase Policy

MSRUAS/REG/PUR POL- 02/2021-22



**RAMAIAH  
UNIVERSITY**  
OF APPLIED SCIENCES

Pro Vice Chancellor  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054.

Registrar  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054

**M. S. Ramaiah University of Applied Sciences**

University House, New BEL Road, MSR Nagar, Bangalore – 560 054

[www.msruas.ac.in](http://www.msruas.ac.in)

***This Policy entitled "Purchase"***  
***is applicable to Faculties of MSRUAS***  
***from the Academic Year 2021-22***  
***(As per the SRAs of the respective Faculty)***

  
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**Policy Amendment Record Sheet**

<b>Sl.No</b>	<b>Sec. No.</b>	<b>Rev. No.</b>	<b>Details of Amendment</b>	<b>Reason for Amendment</b>
1.	A.1	1	Additional facilities created	Introduction of IDN, Purchase Committee, Rate Contract, ERP modules
2.	A.3	2	Process revisited	Process modified to ensure traceability, uniformity, and transparency

## **A. Purchase**

### **A.1 Preamble**

MSRUAS recognizes that Purchase or Procurement serves as cornerstone of its commitment to ethical practices, transparency, and fiscal responsibility. MSRUAS realizes that a well-defined, responsible, diligently implemented, and transparent procurement practice is critically important in supporting the academic and research mission of the University. MSRUAS is dedicated to fostering an environment of academic excellence, research advancement, and community engagement through the procurement of goods, services, and works that are not only of the highest quality but also obtained through a process that upholds the principles of integrity, fairness, and accountability.

MSRUAS has introduced the following to enhance, uniformity, transparency, and traceability in its procurement process:

- i. Raising requirements and processing of payments through an Inter-Department Note (IDN)
- ii. Review of requirements, negotiation, verification, and validation of suppliers through a purchase committee (on a case-to-case basis)
- iii. Raising purchase orders on vendors/suppliers through the ERP purchase module
- iv. The purchase Department may make purchases through rate contract with prior approval for regular usage items
- v. Templates for purchase order/work order, covering current requirements implemented in the ERP portal.

### **A.2 Scope of the Policy**

The scope of the policy covers all the Faculties of MSRUAS.

### **A.3 Process**

1. Indenter shall initiate requirement with IDN
2. Requirements shall be forwarded by the HoD and Dean of the Faculty for approval with justification. The Indenter shall verify the availability of funds from the General Manager (Finance)



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3. Based on the value of purchases and on a case-to-case basis, the purchase committee nominated by the Vice-Chancellor shall review and validate requirements.
4. For other items, the Vice Chancellor/Registrar shall review and approve requirements
5. The Purchase Department, in consultation with the Head of User Department, shall
  - a. Contact vendors/suppliers and collect quotations for approved requirements identified by the Departmental Heads for the specification mentioned for purchase.
  - b. Prepare comparative statements and submit them for approval
  - c. Call all the Vendors for negotiation based on the specifications provided by the indenter
6. Purchase Committee/ Vice Chancellor, General Manager (Finance) and Head of the Department shall negotiate and approve vendor
7. Purchase order/Work order in approved template shall be placed through ERP Purchase Module on the approved vendor as per negotiated guidelines
8. The indenter shall verify materials /services delivered and certify for satisfactory installation and working.
9. The Purchase Department shall verify the invoice (duly certified by the indenter/Head of the Department) with the purchase order and put up for the release of payment as per agreed norms, duly certified by the indenter/Head of the Department
10. The General Manager (Finance) shall release payment after verification and approval by the Vice-Chancellor/Registrar
11. The Purchase Department shall
  - a. Maintain documentation (Purchase Order, Invoices, Delivery Notes) of requirements and procurement head-wise and submit for review and audit
  - b. On certification from the indenter and Departmental Heads, the Invoices of the procured items will be processed for payment to release the payment from the Accounts

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Department

- c. Verify and reconcile supplies with release of payments from Accounts Department
- d. Submit annual reports to Registrar/Vice-Chancellor of procurements made under various heads