



SYNOD COLLEGE SHILLONG

MEGHALAYA-INDIA

PIN-793002

Phone : 0364

Email : principal@synodcollege.edu.in

Website : www.synodcollege.edu.in

NAAC Re-Accredited 'A' Grade

Synod College, Shillong

Guidelines of the Purchase Committee

1. There will be a Demand register available with the principal where the requisites to be purchased for the college will be listed and approved for effective purchases for the college. The items which will involve heavy amount, quotation for them should be sought as per audit requirement and after proper scrutiny of the tenders, the suitable tender should be ordered to supply the material. For placing order, the convener of the committee is authorized to sign the supply order. Proper accounts should be maintained as regards bills, cash-memos, tenders, revenue stamps etc. to avoid any complications later on. Immediately after completion, the purchase articles along with supporting bills, cash-memos, vouchers, copy of supply order, quotations and cash in hand will be submitted to the principal for safe custody of the articles and for maintaining the accounts in the college office.
2. **Stock register:** - All departments having laboratories should maintain a stock register and it should be updating from time to time.
3. **Store room:** - The committee recommend of having a store room in the college.
4. **Numbering and Labeling:** - All furniture should be given proper number / label and stationary like files should be sealed with the college seal.

Principal
Synod College, Shillong

Principal
Synod College, Shillong