



University of Central Punjab

(Incorporated by Ordinance No. XXIV of 2002 promulgated by Government of the Punjab)

UCP Stores

Dated: June 11th, 2021

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Purchase Policy for IT Department

Procurement Plan (Consumables & Capital Expenditure)

To have professionally sound IT Stores Inventory management with effective purchase & issuance controls, the following procurement procedure will be in place:

Step 1: Monthly Requisition will be generated by **Store Incharge IT** in the first week of every month.

Step 2: **System Manager** will verify physical inventory and sign the monthly requisition and present to **Snr. Manager IT** will endorse the requisition.

Step 3: **Snr. Manager** will present the document to provost with all supporting documents (previous consumption, last month purchase, updated inventory status) for purchase approval.

Step 4: On Approval, **Purchase Executive / Store Incharge IT (UCP Central Purchase Department)** will arrange the quotations.

Step 5: In consultation with **Snr. Manager It, Admin office** will decide to procure the required items through Tower Technologies or from any vendor (based on the quotations) and will release purchase order.

Step 6: Final purchase order will be issued & signed by Provost and Dir. Administration.

Step 7: **Purchase Executive / Store Incharge IT (UCP Central Purchase Department)** will receive the supplies and prepare the GRN (Good receiving Note). **System Manager** will verify the inventory.

Step 8: Vendor will submit the invoices to **Central Purchase office** and same will be processed through UCP Account office for payments with the signatures of **Dir. Administration and Provost**.

Step 9: Any other item which is not available in the approved consumable items list will be presented to Provost for approval and will go with routine purchase or special purchase as per requirement.

- **Sore Incharge IT** will be placed under Administration Department for the procurement process and store management in the central purchase office.
- The purchase requisition for an item not included in the consumables list will be recommended by the **Provost** and will go for final approval to the **Pro-Rector Office**.
- Items requiring repair & maintenance will be sent to the Hardware Lab. **Hardware Technician**, will submit the diagnostic report to **Snr. Manager IT**.
- Admin office will conduct **Audit of** the IT Stores on **quarterly basis** and the report will be submitted to the **Pro-Rector's Office**.



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Attachments:

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| i. | <u>list of IT Consumables.</u> | <u>Annex-1</u> |
| ii. | <u>Monthly Requisition Form</u> | <u>Annex-2</u> |
| iii. | <u>Equipment Failure Intimation at Help Desk (Sample)</u> | <u>Annex-3</u> |
| iv. | <u>Equipment Diagnostic Form</u> | <u>Annex-4</u> |
| v. | <u>Purchase Order (Performa)</u> | <u>Annex-5</u> |
| vi. | <u>Employee Equipment Receiving Form.</u> | <u>Annex-6</u> |

All IT asset purchase proposals (laptops, Systems, Printers, LCDs, CCTVs, Network Items etc.) , of capital expense in nature, will be submitted through Provost for approval from the Pro-Rector's Office and onward transmission to the Head Office.