

PURCHASING POLICY

EFFECTIVE DATE: [DATE]

1. PURPOSE

The purpose of this Purchasing Policy is to establish guidelines and procedures at [COMPANY NAME] for the procurement of goods and services in a transparent, efficient, and cost-effective manner. This Policy aims to ensure that purchases are made in compliance with relevant laws and regulations, promote responsible spending, and maintain vendor relationships that align with the company's goals.

2. SCOPE

This Policy applies to all employees involved in the purchasing process, including department heads, procurement officers, and finance personnel. It covers all purchases made on behalf of the company, whether for goods, services, or equipment, and outlines the steps to be followed from requisition to approval and receipt.

3. PROCUREMENT PROCEDURES

- **Requisition:** All purchases must be initiated through an official requisition process. Department heads or authorized personnel must submit a requisition form, detailing the items required, quantity, specifications, and estimated budget.
- **Vendor Selection:** Procurement officers are responsible for researching and selecting vendors based on factors such as quality, cost, reliability, and past performance. Whenever possible, competitive bidding should be conducted to ensure the best value for the company.
- **Approval:** Requisitions must be reviewed and approved by the appropriate authority, considering the available budget and alignment with the company's objectives.
- **Purchase Order:** After approval, a purchase order will be issued to the selected vendor, outlining the terms, conditions, and specifications of the purchase.

4. PROCUREMENT AUTHORITY

- **Budget Compliance:** All purchases must be in accordance with the allocated budget for the respective department. Any variance must be approved by the appropriate authority.
- **Delegation of Authority:** A clear delegation of authority matrix will be established, outlining the approval levels required, based on the value and nature of the purchase.

Purchasing Policy Procedure Manual

WJ Hussar



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