

PURCHASE POLICY

Procurement Policy Guidelines

All purchases must be initiated only after a formal request and prior approval from the Program Director, ensuring alignment with the specific needs and budget of the project.

Categories of Purchases

The organization typically undertakes purchases under the following four categories:

1. Capital Purchases
2. Bulk/One-Time Purchases
3. Recurring Consumables
4. Miscellaneous Low-Cost Purchases

General Purchase Guidelines

- No prior approval is required for purchases up to ₹5,000.
- The Managing Trustee or Program Director is authorized to approve purchase indents and sanction payments.
- Capital purchases must be pre-approved and included in the sanctioned budget. Any capital expense not covered in the budget must have explicit approval from the Managing Trustee or Program Director.
- For any purchase exceeding ₹5,000, a minimum of three quotations must be obtained to ensure cost-effectiveness and transparency. The selected quotation must be duly approved and documented.
- All capital purchase bills must be submitted to the Accounts Department and recorded under Capital Purchase files.
- As of March 2025, Saath Gramin Trust holds no capital assets. However, once assets are acquired, an Asset Register will be maintained, including a column noting the name of the purchaser.

Purchase/Sale of Immovable Assets

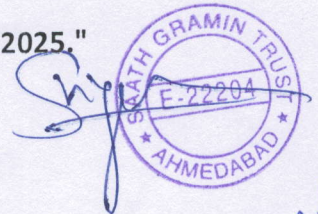
- Board approval is mandatory for the purchase or sale of immovable property.
- Prior to finalizing any transaction, a market value assessment must be conducted and approval obtained from the Managing Trustee or Program Director.
- All such transactions must be reported to the Charity Commissioner in the prescribed Change Report format within 90 days of the transaction.

"This policy was approved by the Board in October 2025."

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