1. The PRE PURCHASE board has various lists for different sub-stages in the pre-purchase stage.
2. For each purchase, a card is made.
3. The cards originate from the purchase enquiry list.
4. Each card has the following attribute:
   1. Name: The name of the project
   2. Description: Description of the project
   3. Member: The person assigned to the project
   4. Checklist: The sub-tasks in to be completed
   5. Due-date: The date before which it has to be completed
   6. Attachment: The attached pre-purhcase form for that particular project
   7. Comment section: To communicate with various members
5. After the card is made with the necessary details and the documents attached, it is sent to the “TO BE PURCHASED” list.
6. Once the project is approved it goes through “PURCHASE”,”MASTER CODING” and “FILING” sub-stages before passing the card to the POST PURCHASE board.
7. The following are the attributes of a Pre Purchase form:
   1. Each project has a separate Pre-purchase form i.e. a google-sheet.
   2. It is a master-sheet consisting of 7 sheets.
   3. Each sheet contains different details required during the pre-purchase stage.
   4. The sheets are color coded.
   5. Various formatting tools can be used in the sheet.
   6. Drop downs are also used for easy entry of data.
   7. The sheets can be attached in 3 modes viz. anyone can view, anyone can comment and anyone can edit. These modes can be used to maintain privacy.
   8. The sheets can be downloaded, printed and copied.