Purchase Policy Document
Version 0.1

1. **Maximum Purchase Limit**:

   - Purchases cannot exceed AED 10,000 for a single transaction without prior approval from the finance department.

2. **Invoice Submission Deadline**:

   - Invoices must be submitted within 30 days of the purchase date. Any invoices submitted later than 30 days will be flagged for review.

3. **Vendor Restrictions**:

   - Purchases can only be made from vendors who are approved by the procurement department.

4. **Multiple Purchases**:

   - Multiple purchases of the same item within a 7-day period should not exceed AED 20,000 in total.

5. **Discounts**:

   - Invoices with discounts above 15% of the original price must include a justification from the vendor and internal approval.

6. **Tax Compliance**:

   - All purchases must include tax payments unless the vendor is tax-exempt. Transactions missing tax details will be flagged.

7. **Purchase Authorization**:

   - Purchases above AED 5,000 require authorization from the department head.

8. **Duplicate Invoices**:

   - No duplicate invoices are allowed. If an invoice for the same purchase order is received more than once, it will be flagged.

Here is a description of transactions file data fields (transactions.csv):

- Transaction ID: Transaction identification number.

- Date : Transaction date.

- Amount: Transaction amount.

- Vendor : Transaction vendor.

- Purchase Order ID: Order identifier that justifies the purchase.

- Type : Type of the record – if it is Purchase or Invoice.

- Discount: Discount Percentage.

- Discount_Justification: Vendor justification of the discount if discount is more than 15%.

- Tax Paid: Whether the tax was paid or not (Yes / No).

- Submitted Date : Date of transaction submission.

- Department_Authorization: Department head authorization if the amount is more than AED 5,000 (Yes / No).

- Item Description: Description of the items in the transaction.

- Prior_Finance_Approval: Prior Finance department approval if the amount is more than AED 10,000 (Yes / No).

Procurement department's approved vendors:

- Vendor_A
- Vendor_C
- Vendor_E
- Vendor_G
- Vendor_I