

# Purchase Policy Document

## 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 cannot be made from vendors who are not pre-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.