

Purchase Order

<div><p><b>Raj Trader</b> 24A, Giridih,Giridih, State Name : GSTIN/UIN: Company's PAN: BLTTV5955C</p></div>						<p>Purchase Order Number : <b>PO2411001</b> INCO Terms : <b>Domestic/exwork</b> Credit Period : <b>10 days</b></p>			<p>Dated :31-10-2024 Validity Period :04-11-2024 Delivery Date :04-11-2024</p>	
<p>Bill To Address <b>SAREGAMA INDIA LIMITED</b> <b>Bengaluru</b> No-8 ,Shed No-31,18 KM, Old Madras Road, 560049, Virgo Nagar Post, Karnataka, Bengaluru Urban State Name : 29 Place of Supply : 29</p>						<p>Ship To Address <b>SAREGAMA INDIA LIMITED</b> <b>Bengaluru</b> No-8 ,Shed No-31,18 KM, Old Madras Road, 560049, Virgo Nagar Post, Karnataka, Bengaluru Urban State Name : 29 Place of Supply : 29</p>				
SI No.	Particulars	Quantity	UOM	HSN	Rate	Base Amount	GST	GST Amount	Currency	Total Amount
1	Laptop Keyboard 11000251	10.00	PCS	84716040	500.00	5,000.00	18.00	900.00	INR	5,900.00
2	Laptop Motherboard 11000252	10.00	PCS	84733020	3,000.00	30,000.00	18.00	5,400.00	INR	35,400.00
3	Laptop Display 11000253	10.00	PCS	84733099	500.00	5,000.00	18.00	900.00	INR	5,900.00
4	Laptop Ca,mera 11000254	10.00	PCS	15131100	100.00	1,000.00	5.00	50.00	INR	1,050.00
5	Laptop Battery 11000255	10.00	PCS	85078000	500.00	5,000.00	18.00	900.00	INR	5,900.00
6	Laptop Body 11000256	10.00	PCS	84716040	1,000.00	10,000.00	18.00	1,800.00	INR	11,800.00
INR 65,950.00										
Total Amount (in words) SIXTY-FIVE THOUSAND NINE HUNDRED AND FIFTY		* All values are in INR				E. & O.E				
Remarks: Created By: Nitesh Kumar Verma						for SAREGAMA INDIA LIMITED 				

# Policy Statement

## A DARTMOUTH COLLEGE PO IS REQUIRED IN ADVANCE OF DELIVERY..

For purchases of goods or services where the aggregate annual financial commitment is greater than or equal to \$10,000;

When buying "capital equipment" (a piece of equipment with a value in excess of \$5,000);

For purchases of goods or services of any value if the goods/services fall within one of the following identified areas of risk:

- Food providers for College functions (see Exceptions below)

- Construction – any design or construction work related to College facilities.

- Travel and Transportation – hiring buses and other group off-campus trips.

- Information Technology/Financial Services, which typically involve access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information.

- Environmental Services – radioactive or hazardous waste management.

- Intellectual Property – any transaction in which the College will receive intellectual property rights (typically copyrights or patents) in the goods or services provided;

If the vendor requires a copy of a PO to complete the transaction;

When purchasing goods bearing Dartmouth word marks or logos (use of licensed supplier required; see

[www.dartmouth.edu/legal/trademark.html](http://www.dartmouth.edu/legal/trademark.html))

Purchase Orders should reference the [Dartmouth College Standard Terms and Conditions of Purchase](#) and should be approved by those employees authorized under the [Dartmouth College Signature Authority Policy](#).

### ADDITIONAL RESPONSIBLE OFFICES

Finance Center

## Exclusions & Exceptions

In addition to purchases of goods and services with an aggregate annual financial commitment of less than \$10,000, a PO IS NOT REQUIRED for the completion of purchases meeting the following requirements:

- Purchases from food providers who are on the list of [Insurance and Food License Compliant Vendors list](#).

- If an agreement covering the purchase has been negotiated and approved through Procurement and/or the Office of the General Counsel (such as a Master Goods and/or Services Agreement, an Independent Contractor Service Agreement, or an Equipment Lease Agreement), provided that

  - in the case of an Independent Contractor Service Agreement, the transaction has been approved by Procurement Services for compliance with tax law and

  - in the case of an Equipment Lease Agreement, the transaction has been approved by Procurement Services to ensure appropriate inclusion on the College's equipment inventory.

- Other exceptions as approved by Procurement Services.

Questions about this policy should be directed to your Finance Center.