**23.7 MANAGEMENT OF PURCHASE**

**A well planned procurement process can help achieve value for money.**

**Plan the process**

* As a maintained school, we have a duty to make sure that we obtain the best value for money from any contract we enter into.
* To make arrangements for purchase of the equipments/items/devices required by any department in the school as per the recommended guide lines.
* Specify what is needed, why, whom and by when.
* Approval for procurement.
* Entry in purchase register
* Creating an on-line and offline specification of what is needed to be purchased.
* Collaborating with other schools, for example by sharing resources, comparing prices and experiences, and buying items together, if possible.
* Estimating the whole year purchase at a time, and comparing it with the total monthly purchase.
* Following the school’s established process for obtaining formal approval for the procurement.
* After receiving the items/devices/equipments in good quality and condition make arrangement for payment.
* It is the responsibility of purchase committee to make arrangements for servicing/repairing of faulty items/devices/equipments.

**Write specification**

* A precise description of the material/goods work or services required. It allows the supplier to understand exactly what is needed to buy.
* An explanation of how these should meet the school’s needs.
* The quantity and the quality required.
* Timeframe for the delivery.
* When writing the specification, consult those who are likely to use the items to find out what they need, what should be the quality of the items required, and how they plan to use it.

**Make the procurement**

* There are 3 ways the school can make procurement.
* Select a supplier directly from a framework.
* Run a mini competition between suppliers on a framework.
* Run a procurement for lower-value tenders

**Stationary:** School purchases stationery items from different suppliers. All the purchase entries are maintained accurately in the stock register/school software with all the relevant details.

**List of stationery items/other material**

* Chalk sticks/dust free white and colored chalk,
* White boards and green boards,
* Portable compact study table with white board,
* Teacher’s log book,
* Daily attendance register for students,
* Drawing and color material,
* Artist’s Acrylic colors,
* Professional Canvas board,
* Duplicating stencil paper and ink,
* Teacher’s attendance and other registers, log book etc.
* Drawing paper,
* Full-Escape papers,
* A-4 Xerox papers (required in bulk),
* Legal plain papers,
* Pasting file. Box file, spring file, plastic file, plastic folder, stamp pad, towing thread/tag,
* Register of different quires as per requirement.
* Notice board, wooden duster, rubber board etc. etc.
* Educational DVD,s on different subjects for different classes, plain DVD’s, pen drive, CDs.

***Inventory Management software is required to keep the record of items.***