

# Audit Report for Audit ID - AU0065-1

## Purchase Department Audit

Audit Score






62/100

### Details

Audit	AU0065
Scheduled Audit	AU0065-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-08-2017
End Date	31-08-2017
Submitted Date	06-02-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	24
Chronic Issues	0

## Comparison

### GREENPARK HOTEL- GPV PURCHASE DEPARTMENT AUDIT

PURCHASE DEPARTMENT AUDIT		Feb 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	 67	-	-
2	Meetings & Market Survey	 65	-	-
3	Policy Compliance and Documentation	 40	-	-
4	Receiving	 51	-	-
5	Stores	 92	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

# Audit Questionnaire

## Section: Purchases Review

### Subsection: Purchase Requisition

- 1: Online Purchase Requisition with 2 Level Authorisation  
Rating: 10
- 2: Daily Perishable order through online  
Rating: 10
- 3: Review of Pending Indents at Regular intervals  
Rating: 8
- 4: Closing of Not Required Requisitions  
Rating: 8

## Section: Purchases Review

### Subsection: Purchase Orders

- 1: Comparative and upload scan copy along with PO **NC**  
Rating: 6
- 2: Online Purchase orders with 3 level Authorization **NC**  
Rating: 6
- 3: E-mail of Purchase order to Vendor working in PMS **NC**  
Rating: 0
- 4: Pending Purchase orders Review  
Rating: 8
- 5: Closing of not required purchase orders  
Rating: 8
- 6: Review of Cancelled Purchase orders  
Rating: 10
- 7: Cash purchases not to exceed Rs.10000 **NC**  
Rating: 0

## Section: Meetings & Market Survey

### Subsection: Committee Meeting and Market Survey

- 1: Purchase Committee meeting by 15th of Month  
Rating: 8
- 2: Market Survey conducted in 1st week of month **NC**  
Rating: 2

- 3: Market survey has representatives of Finance, Kitchen and Purchase  
Rating: 10
- 4: Recording of Observations of market survey as per SOP guidelines **NC**  
Rating: 7
- 5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **NC**  
Rating: 7
- 6: Approvals for Price Increase by Committee **NC**  
Rating: 5

**Section:** Policy Compliance and Documentation**Subsection:** Policy Compliance

- 1: Debit note raised for short Supplies **NC**  
Rating: 0
- 2: Time spent by vendor in the hotel monitored **NC**  
Rating: 0

**Section:** Policy Compliance and Documentation**Subsection:** Documentation

- 1: Purchase order office copy files with relevant attachments **NC**  
Rating: 7
- 2: All cheques dispatched to supplier in time **NC**  
Rating: 7
- 3: Recording of late supplies and quality issues to supplier through mail **NC**  
Rating: 6

**Section:** Receiving**Subsection:** Receiving

- 1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **NC**  
Rating: 7
- 2: Weighing of material using our hotel crates only and not of Vendor  
Rating: 10
- 3: Online Print of GRN **NC**  
Rating: 6
- 4: Photo of Item being Weighed captured in PMS **NC**  
Rating: 6
- 5: IP camera when interrupted generating Alerts **NC**  
Rating: 0

- 6: Kitchen representative present while receiving the Vegetables, Fruits, Mutton, Chicken, Fish and other perishables  
Rating: 10
- 7: Random Check of atleast 5 items by F&B Controller **NC**  
Rating: 5
- 8: All Stockable items are received in the presence of user department representative **NC**  
Rating: 7
- 9: Vegetables and Fruits are Pre-washed before weighing  
Rating: 10
- 10: Temperature Check of Forzen, Dairy and meat products **NC**  
Rating: 0
- 11: Vendor ID Cards are issued and checked **NC**  
Rating: 5
- 12: Authorization form for items received without PO is attached to GRN **NC**  
Rating: 0
- 13: Supply timing of Vendor monitored by using vendor-ID punch report **NC**  
Rating: 0

**Section: Stores****Subsection: Stores**

- 1: All Stores Ledgers are processed till last month  
Rating: 10
- 2: Physical stock check and updation in PMS  
Rating: 10
- 3: Physical Stock Variance Report Signed by FM  
Rating: 10
- 4: Non Moving Items Valued for more than 60 days - F&B stores  
☒ Not Applicable
- 5: Non Moving Items Valued for more than 60 days - General Store  
☒ Not Applicable
- 6: Non Moving Items Valued for more than 60 days - Engineering Stores  
☒ Not Applicable
- 7: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores  
☒ Not Applicable

- 8: Non Moving Items Valued for more than 60 days - Liquor Store  
☒ Not Applicable
- 9: Non Moving Items Valued for more than 60 days - Soft drink Stores  
☒ Not Applicable
- 10: Store Closing stock of Last month - F&B Stores  
☒ Not Applicable
- 11: Store Closing stock of Last month - General  
☒ Not Applicable
- 12: Store Closing stock of Last month - Engineering  
☒ Not Applicable
- 13: Store Closing stock of Last month - Kitchen Stewarding  
☒ Not Applicable
- 14: Store Closing stock of Last month - Liquor Stores  
☒ Not Applicable
- 15: Store Closing stock of Last month - Soft drinks  
☒ Not Applicable
- 16: Stock out items are monitored **NC**  
Rating: 7
- 17: Issue of material only against Indent  
Rating: 8
- 18: Odd hour issues from stores are taken in the presence of Security and user department and recorded  
Rating: 10