

# Audit Report for Audit ID - AU008-1

## Purchase Department Audit

Audit Score

77/100

### Details

Audit	AU008
Scheduled Audit	AU008-1
Location	Hyderabad
Hotel	Green Park Hyderabad
Department	Purchase
Checklist	Purchase Department Audit
Audit Type	Internal
Auditor	Murthy CH V V S
Start Date	01-07-2017
End Date	30-07-2017
Submitted Date	19-01-2018
Status	Completed
Assigned By	admin admin
Non-Compliance	9
Chronic Issues	0

## Quick View

GREEN PARK HYDERABAD PURCHASE DEPARTMENT AUDIT				
PURCHASE DEPARTMENT AUDIT		30th Jul 2017	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Purchases Review	100	-	-
2	Meetings & Market Survey	60	-	-
3	Policy Compliance and Documentation	60	-	-
4	Receiving	62	-	-
5	Stores	100	-	-

## Audit Questionnaire

**Section:** Purchases Review

**Subsection:** Purchase Requisition

1: Online Purchase Requisition with 2 Level Authorisation

**Compliant**

Rating Value : 10

2: Daily Perishable order through online **Compliant**

Rating Value : 10

3: Review of Pending Indents at Regular intervals **Compliant**

Rating Value : 8

4: Closing of Not Required Requisitions **Compliant**

Rating Value : 7

**Section:** Purchases Review**Subsection:** Purchase Orders

1: Comparative and upload scan copy along with PO **Compliant**  
Rating Value : 9

2: Online Purchase orders with 3 level Authorization **Compliant**  
Rating Value : 10

3: E-mail of Purchase order to Vendor working in PMS  
**Compliant**  
Rating Value : 8

4: Pending Purchase orders Review **Compliant**  
Rating Value : 7

5: Closing of not required purchase orders **Compliant**  
Rating Value : 7

Observation Text :  
requires improvement

6: Review of Cancelled Purchase orders **Compliant**  
Rating Value : 10

7: Cash purchases not to exceed Rs.10000  
Rating Value : 0  
☒ Not Applicable

**Section:** Meetings & Market Survey**Subsection:** Committee Meeting and Market Survey

1: Purchase Committee meeting by 15th of Month **Compliant**  
Rating Value : 10

2: Market Survey conducted in 1st week of month **Non-Compliant**

Rating Value : 1

Observation Text :  
Not conducted on time.

3: Market survey has representatives of Finance, Kitchen and Purchase **Compliant**

Rating Value : 10

4: Recording of Observations of market survey as per SOP guidelines

Rating Value : 0

☒ Not Applicable

5: Purchase committee meeting minutes recorded as per SOP guidelines - twice in a month **Non-Compliant**

Rating Value : 5

6: Approvals for Price Increase by Committee **Compliant**

Rating Value : 6

Observation Text :  
Not followed in many cases.

#### **Section:** Policy Compliance and Documentation

#### **Subsection:** Policy Compliance

1: Debit note raised for short Supplies **Non-Compliant**

Rating Value : 1

Observation Text :  
Not doing

2: Time spent by vendor in the hotel monitored **Non-Compliant**

Rating Value : 1

Observation Text :

Not doing

**Section:** Policy Compliance and Documentation

**Subsection:** Documentation

1: Purchase order office copy files with relevant attachments

**Compliant**

Rating Value : 8

Observation Text :

Requires lot of improvement

2: All cheques dispatched to supplier in time **Compliant**

Rating Value : 8

Observation Text :

Satisfactory

3: Recording of late supplies and quality issues to supplier through mail **Compliant**

Rating Value : 8

**Section:** Receiving

**Subsection:** Receiving

1: Online Integration of Weighing scale with PMS to Pickup Weight automatically **Compliant**

Rating Value : 6

2: Weighing of material using our hotel crates only and not of Vendor **Compliant**

Rating Value : 10

3: Online Print of GRN **Compliant**

Rating Value : 6

4: IP camera when interrupted generating Alerts **Non-**

**Compliant**

Rating Value : 1

5: Kitchen representative present while receiving the Vegetables, Fruits, Mutton, Chicken, Fish and other perishables

**Compliant**

Rating Value : 10

6: Random Check of atleast 5 items by F&B Controller

Rating Value : 0

☒ Not Applicable

7: All Stockable items are received in the presence of user department representative **Compliant**

Rating Value : 8

8: Vegetables and Fruits are Pre-washed before weighing **Non-Compliant**

Rating Value : 1

Observation Text :  
not in implementation

9: Temperature Check of Forzen, Dairy and meat products

**Compliant**

Rating Value : 8

10: Vendor ID Cards are issued and checked **Non-Compliant**

Rating Value : 0

11: Authorization form for items received without PO is attached to GRN **Non-Compliant**

Rating Value : 0

12: Supply timing of Vendor monitored by using vendor-ID

punch report **Non-Compliant**

Rating Value : 0

13: Photo of Item being Weighed captured in PMS **Compliant**

Rating Value : 6

14: Random Check of atleast 5 items by F&B Controller

**Compliant**

Rating Value : 6

Observation Text :

Not regular

#### Section: Stores

##### Subsection: Stores

1: All Stores Ledgers are processed till last month **Compliant**

Rating Value : 10

2: Physical stock check and updation in PMS **Compliant**

Rating Value : 10

3: Physical Stock Variance Report Signed by FM **Compliant**

Rating Value : 10

4: Non Moving Items Valued for more than 60 days - F&B stores

Rating Value : 0

☒ Not Applicable

5: Odd hour issues from stores are taken in the presence of Security and user department and recorded **Compliant**

Rating Value : 10

Observation Text :

FM and unit head signature not available

6: Issue of material only against Indent **Compliant**  
Rating Value : 8

7: Stock out items are monitored **Compliant**  
Rating Value : 8

8: Store Closing stock of Last month - Soft drinks  
Rating Value : 0  
☒ Not Applicable

9: Store Closing stock of Last month - Liquor Stores  
Rating Value : 0  
☒ Not Applicable

10: Store Closing stock of Last month - Kitchen Stewarding  
Rating Value : 0  
☒ Not Applicable

11: Store Closing stock of Last month - Engineering  
Rating Value : 0  
☒ Not Applicable

12: Store Closing stock of Last month - General  
Rating Value : 0  
☒ Not Applicable

13: Store Closing stock of Last month - F&B Stores  
Rating Value : 0  
☒ Not Applicable

14: Non Moving Items Valued for more than 60 days - Soft drink  
Stores  
Rating Value : 0  
☒ Not Applicable



15: Non Moving Items Valued for more than 60 days - Liquor Store

Rating Value : 0

☒ Not Applicable

16: Non Moving Items Valued for more than 60 days - Kitchen Stewarding Stores

Rating Value : 0

☒ Not Applicable

17: Non Moving Items Valued for more than 60 days - Engineering Stores

Rating Value : 0

☒ Not Applicable

18: Non Moving Items Valued for more than 60 days - General Store

Rating Value : 0

☒ Not Applicable