

Company Procurement Compliance Policy

Effective Date: January 1, 2025
Version: 1.0

Purpose

This policy establishes guidelines for procurement and expense allowances to ensure compliance, cost efficiency, and transparency for all employees. It governs tail spend items (purchases under 5,000 USD or equivalent in INR) and outlines approval processes, role-based allowances, and escalation procedures. Non-compliance may result in disciplinary action.

Key Principles

- Transparency: All purchases must be documented and justified.
- Cost Efficiency: Prioritize approved vendors for value.
- Approval Hierarchy: Excesses over allowances require managerial approval.
- Currency: Amounts in Indian Rupees (INR) unless specified.
- Audit: All transactions are subject to internal audit.

Employee Allowances by Role

Annual limits for tail spend items are refreshed yearly. For each role, the table below lists category-based thresholds. A 'Grace Limit' (percentage) applies per category; small excesses within the grace limit may be approved per the workflow below. 'Others (Default Category)' applies when the item does not clearly fit other categories.

Junior Developer/Engineer

- Office Supplies & Stationery: 8,000 INR (Grace Limit: up to 10% → 800 INR extra)
- IT Equipment & Accessories: 12,000 INR (Grace Limit: up to 10% → 1,200 INR extra)
- Furniture & Ergonomics: 5,000 INR (Grace Limit: up to 10% → 500 INR extra)
- Software & Subscriptions: 7,000 INR (Grace Limit: up to 10% → 700 INR extra)
- Printing & Imaging: 3,000 INR (Grace Limit: up to 10% → 300 INR extra)
- Communication Devices: 4,000 INR (Grace Limit: up to 10% → 400 INR extra)
- Employee Welfare & Pantry: 3,000 INR (Grace Limit: up to 10% → 300 INR extra)
- Travel & Logistics: 2,000 INR (Grace Limit: up to 10% → 200 INR extra)
- Marketing & Events: 2,000 INR (Grace Limit: up to 10% → 200 INR extra)
- Training & Development: 3,000 INR (Grace Limit: up to 10% → 300 INR extra)
- Health & Safety: 2,000 INR (Grace Limit: up to 10% → 200 INR extra)
- Decor & Workspace Improvement: 2,000 INR (Grace Limit: up to 10% → 200 INR extra)
- Others (Default Category): 2,000 INR (Grace Limit: up to 10% → 200 INR extra)

Approval Notes: Small excesses within the grace limit are auto-approvable with a short justification. Excesses beyond grace limit require immediate supervisor approval.

Mid-Level Developer/Engineer

- Office Supplies & Stationery: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- IT Equipment & Accessories: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Furniture & Ergonomics: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Software & Subscriptions: 12,000 INR (Grace Limit: up to 10% → 1,200 INR extra)
- Printing & Imaging: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Communication Devices: 8,000 INR (Grace Limit: up to 10% → 800 INR extra)
- Employee Welfare & Pantry: 5,000 INR (Grace Limit: up to 10% → 500 INR extra)

- Travel & Logistics: 4,000 INR (Grace Limit: up to 10% → 400 INR extra)
- Marketing & Events: 4,000 INR (Grace Limit: up to 10% → 400 INR extra)
- Training & Development: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Health & Safety: 4,000 INR (Grace Limit: up to 10% → 400 INR extra)
- Decor & Workspace Improvement: 4,000 INR (Grace Limit: up to 10% → 400 INR extra)
- Others (Default Category): 4,000 INR (Grace Limit: up to 10% → 400 INR extra)

Approval Notes: Grace limit applies per category. Excess over grace: Escalate to department manager.

Senior Developer/Engineer

- Office Supplies & Stationery: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)
- IT Equipment & Accessories: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)
- Furniture & Ergonomics: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Software & Subscriptions: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Printing & Imaging: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Communication Devices: 12,000 INR (Grace Limit: up to 10% → 1,200 INR extra)
- Employee Welfare & Pantry: 7,000 INR (Grace Limit: up to 10% → 700 INR extra)
- Travel & Logistics: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Marketing & Events: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Training & Development: 8,000 INR (Grace Limit: up to 10% → 800 INR extra)
- Health & Safety: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Decor & Workspace Improvement: 6,000 INR (Grace Limit: up to 10% → 600 INR extra)
- Others (Default Category): 6,000 INR (Grace Limit: up to 10% → 600 INR extra)

Approval Notes: Grace limit applies per category. Excess over grace: Escalate to director with detailed justification.

Manager/Team Lead

- Office Supplies & Stationery: 40,000 INR (Grace Limit: up to 10% → 4,000 INR extra)
- IT Equipment & Accessories: 50,000 INR (Grace Limit: up to 10% → 5,000 INR extra)
- Furniture & Ergonomics: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)
- Software & Subscriptions: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)
- Printing & Imaging: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Communication Devices: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Employee Welfare & Pantry: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Travel & Logistics: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Marketing & Events: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Training & Development: 12,000 INR (Grace Limit: up to 10% → 1,200 INR extra)
- Health & Safety: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Decor & Workspace Improvement: 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)
- Others (Default Category): 10,000 INR (Grace Limit: up to 10% → 1,000 INR extra)

Approval Notes: Grace limit applies per category. Excess over grace: Route to director or VP.

Director/VP

- Office Supplies & Stationery: 60,000 INR (Grace Limit: up to 10% → 6,000 INR extra)
- IT Equipment & Accessories: 70,000 INR (Grace Limit: up to 10% → 7,000 INR extra)
- Furniture & Ergonomics: 50,000 INR (Grace Limit: up to 10% → 5,000 INR extra)
- Software & Subscriptions: 50,000 INR (Grace Limit: up to 10% → 5,000 INR extra)
- Printing & Imaging: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Communication Devices: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Employee Welfare & Pantry: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Travel & Logistics: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Marketing & Events: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Training & Development: 20,000 INR (Grace Limit: up to 10% → 2,000 INR extra)
- Health & Safety: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)
- Decor & Workspace Improvement: 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)

– Others (Default Category): 15,000 INR (Grace Limit: up to 10% → 1,500 INR extra)

Approval Notes: Grace limit applies per category. Excess over grace: Escalate to C-suite.

Executive (C-Suite)

– Office Supplies & Stationery: 100,000 INR (Grace Limit: up to 10% → 10,000 INR extra)

– IT Equipment & Accessories: 120,000 INR (Grace Limit: up to 10% → 12,000 INR extra)

– Furniture & Ergonomics: 80,000 INR (Grace Limit: up to 10% → 8,000 INR extra)

– Software & Subscriptions: 80,000 INR (Grace Limit: up to 10% → 8,000 INR extra)

– Printing & Imaging: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)

– Communication Devices: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)

– Employee Welfare & Pantry: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

– Travel & Logistics: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

– Marketing & Events: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

– Training & Development: 30,000 INR (Grace Limit: up to 10% → 3,000 INR extra)

– Health & Safety: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

– Decor & Workspace Improvement: 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

– Others (Default Category): 25,000 INR (Grace Limit: up to 10% → 2,500 INR extra)

Approval Notes: Grace limit applies per category. Excess over grace: Requires board approval.

Approval Workflow

- Self-Approval: Purchases within the category threshold proceed via the procurement system or chatbot with a short AI-generated or manual justification.
- Manager Approval: Requests within the grace limit route to the manager/team lead for review and approval (timeline depends on role).
- Escalation: Requests exceeding the grace limit follow the escalation path defined per role (department director, finance review, C-suite/board for large excesses).
- Emergency Purchases: For critical operational needs (e.g., hardware failure), flag as 'Emergency' and seek retroactive approval within 24 hours.

Preferred Vendors

The following vendors are preferred for tail-spend procurement. Employees should prioritize these vendors where possible; purchases from non-preferred vendors require an exemption.

- ASUS eshop IN
- AVShack.in
- Aadinath Furniture
- Aajjo.com
- Acer Store - India
- Ahuja World
- Alibaba.com
- Amazon.in
- Ample Seatings
- Ant Esports
- Anupam Stationery
- Apple
- Armori
- Audrixs
- Azeeda
- Bbag.in
- BenQ India
- Blinkit
- Blinkit - Blinkit_RAAP
- Boss's Cabin
- Brustro
- Bumbo Stationeries
- Caspian Furnitures
- Cellbell.in
- CinemaCenter.in
- Comma
- Computech Store
- Croma
- Crossword.in
- Cult Pens
- Cybeart India
- Damro Furniture
- DealClear
- Dealcliq India
- DeckUp
- Dell India
- Deodap
- Design Info
- Doodle Collection
- Drogo India
- EliteHubs.com

- Factor Notes
- Fetch N Buy
- FirstCry India
- Flipkart
- Fliptwirls.com
- Foxin Brand Store
- Frontech Online
- Gadgets Now
- Greensoul Ergonomics
- HP Store India
- HP World
- Hardware Nest
- Haworth Store India
- Home Centre
- IGP.com
- IKEA.in
- IndustryBuying
- Instamart
- JioMart Electronics
- JioMart Grocery
- JioMart Marketplace
- Kreo
- LG Electronics India
- Lakdi Furniture & Interiors
- Lapcare
- Lenovo
- Lenovo India
- LowestRate Shopping
- Lucrin.in
- MUJI India
- Maczone
- Makoba
- Marshall
- Meesho
- Microless.com
- Moglix
- Mx2Games.com
- Myntra
- Network Hardwares
- Nilkamal Furniture
- Nu Republic
- Nykaa Fashion
- Ondesk Ventures pvt.ltd
- Onlinemantra.in
- PCKumar
- Pelicanwork
- Penz Solutions
- Pepperfry
- PineKart.com
- Pragya
- PrimeABGB.com
- Printer sparekart
- Rapid Delivery Services
- Ravtron
- RedOAK
- Redragon
- Reliance Digital
- Samsung.com

- Scooboo
- Shopndia
- Shweta Computer Bazar
- Snapdeal
- Sri mataji stationers
- Starcomp Technologies
- Steelcase India
- Studio Kook
- Submarine Pens
- Tanotis India
- Tata CLiQ Fashion
- The IT Gear
- The Sleep Company
- Topperskit LLP
- Tradeindia.com
- Ubuy
- Urban Ladder
- Vedant Computers
- Vijay Sales
- Vistaprint.in
- Wakefit
- William Penn
- Wisycart.com
- Wooden Street
- Woodsala
- YashRetail.com
- Zebronics
- Zepto
- amazon.in
- asus.com
- beAAtho
- bigbasket.com
- bluewud.com
- boAt
- dealsplant.com
- desertcart.in
- gbfurniture.in
- i7 Solutions
- iBhejo.com
- livingshapes-store
- luxe.ajio.com
- mdcomputers.in
- nationalpc.in
- pcstudio.in
- planetoffice.in
- portronics.com
- scholarstationery.com
- shdigimedia.com
- shop.clarioncomputers.in
- sognoofficefurniture.com
- tpstech.in
- vlebazaar.in
- vplak.com
- zorin

Policy Compliance Checks

- Budget Check: Verify against employee's remaining allowance for the category.
- Vendor Preference: Prioritize contracted/approved vendors.
- Delivery Timelines: Ensure timely delivery (typically within 7–14 days unless urgent).
- Justification: Provide a brief business need and alternatives considered; AI can help auto-generate.

Violations and Consequences

- Minor (e.g., small excess without approval): Counseling, warning, and training.
- Major (e.g., repeated non-compliance or fraudulent purchases): Suspension, termination, or legal action.
- Reporting: Report suspected violations to compliance@company.com.

Training and Awareness

Employees receive annual training on procurement policies. New hires complete training within their first week. Additional role-specific training is available for managers and procurement approvers.

Exceptions and Amendments

- Exceptions: CFO may grant exceptions for unique business needs; submit written justification via the procurement portal.
- Amendments: Policy reviewed annually; changes communicated via email and intranet.

Contacts

Procurement Help: procurement@company.com
Compliance Officer: compliance@company.com
Finance Approvals: finance@company.com

Approval

Approved by: CFO, Jane Doe
Date: January 1, 2025

Appendix: Sample Justification Template

- Purchase Request: Item Description
- Business Need: Explain why needed
- Alternatives Considered: List options and why rejected
- Cost: Amount
- Expected Benefit: ROI or value

This template can be auto-generated by the procurement chatbot.