

## FINANCE AND PURCHASE COMMITTEE

A committee has been framed for purchasing all the requirements in the college. The constitution of the committee, its operational process and periodicity are mentioned below.

S.No.	Name of the Member	Designation
1	<b>Dr. D. Swarnalatha</b> Professor & Principal, Annamacharya College of Pharmacy	Chairperson
2	<b>Mr. V. Chinnikrishnaiah</b> Associate Professor & HOD, Dept. of Pharmacology Annamacharya College of Pharmacy	Member Secretary
3	<b>Dr. K. Adinarayana</b> Professor & HOD, Dept. of Biotechnology Annamacharya College of Pharmacy	Member
4	<b>Mr. M. Madhu</b> Associate Professor & HOD, Dept. of PA&QA Annamacharya College of Pharmacy	Member
5	<b>Mr. G. Reddi Siva</b> Administrative Officer, Annamacharya College of Pharmacy	Member
6	<b>Mr. H. Ravi Kumar Raju</b> Office Superintendent, Annamacharya College of Pharmacy	Member
7	<b>Mr. J. Chandra Mohan</b> Record Assistant & Store Keeper, Annamacharya College of Pharmacy	Member

### Function and Responsibilities

- An indent mentioning requirement, duly permitted by the Principal is presented to the purchase committee.
- The committee calls price quotation from three contracted/ new suppliers for the said requirement.
- The price quotations are discussed by higher authorities in the committee.
- A comparative statement is prepared on the basis of eligible price quotations.
- Order is placed, with conditions, to the supplier delivering timely/quality/economic goods.
- Goods delivered by the supplier are checked by the store committee.
- A satisfactory report is furnished by respective end users.
- The bills of the purchased goods are placed to the account section, which is passed within a fortnight.
- List of all purchased goods are recorded in a stock register, along with all purchase details; related information is imprinted on non-consumable goods.