

Subject:- Limits for issue of PO / WO/RO.

1. Purchase database is being used to make all purchases. All purchases must be made using the database by issuing of PO/WO or RO. Material cannot be purchased without a PO/WO/RO.
 - a. Cash/expense card purchases – PO must be issued, cash collected from accountant/paid by expense card, material purchased by purchase assistant and accounts to be squared off by every Saturday.
2. However, the following items can be purchased or contracts given without PO/WO/RO.
 - a. Building material at rates published on monthly basis by purchase division. Project managers may order material as per their requirement from approved suppliers. Project managers to take permission from purchase in case of change in rate or purchase from supplier/vehicle not approved (by email only).
 - b. Contractors may be given labour contracts without PO/WO as per guideline rates issued.
 - c. Files, visiting cards, ID cards, etc.
 - d. Computer peripherals for repairs and maintenance (less than Rs. 1,000/- in value).
 - e. Stationary and miscellaneous purchases by Admin department upto Rs. 1,000 in value.
 - f. Items purchased upto to Rs. 5,000/- in value with written approval of MD.
 - g. Purchase of stamp papers (only Rambabu & Kanaka Rao shall be authorized to purchase stamp papers).
 - h. Issue of public notice (Can only be authorized by Kanaka Rao).
 - i. Franking charges (can only be authorized by Kanaka Rao Or Prabhakar Reddy).
 - j. Courier charges upto Rs. 1,000/-. Above Rs. 1,000/- approval is required from CR managers, Jai Prakash, Sambasiva Rao, Kanaka Rao or MD.
3. 2 copies of PO/WO/RO must be printed, one for supplier and one office copy which is to be attached with the bill and sent to accountants for payment. Office copy of purchase order shall be filed in the pending bills file, till such time bills are received. Office copy of purchase order must be bar coded. Original requisition to be attached to office copy of PO/WO/RO.
4. All requisitions to be approved as follows:
 - a. Requisition for material to be supplied from SSLLP – Minish/Prabhakar to approve all requisitions less than Rs. 1 lakh. MDs approval on requisition not required.
 - b. Requisition for material procured from other suppliers other than SSLLP – Minish/Prabhakar to approve requisitions upto Rs. 25,000/- provided it is a regularly ordered item from long standing suppliers. MDs approval on requisition not required.
 - c. All technical items like pumps, equipment, non-standard items, lifts, generators, chemicals, etc., to be approved by MD.
 - d. Requisition for purchase of items for replenishing stock of SSLLP upto a value of Rs. 2 lakhs – Minish/Prabhakar to approve, MDs approval not required.
 - e. MD to approve all other requisitions.
 - f. All requisitions related to completed sites or sites maintained by maintenance team must be approved by MD i.e., HO, plot 280, Greens towers, Ramky, MBMC, Mehdi, SM Complex, PM Complex, BNC, PMRI, PMRII, etc.
 - g. Requisitions related to promotions team for purchase of items /material – Rs. 10,000/, print and digital media – R. 25,000/-, flyers, flex and brochures – Rs. 20,000/-
5. The following limits for signing the PO/WO/RO shall be followed. Prabhakar/Minish shall be authorized to approve POs/WOs upto the limit specified. Beyond the limit and upto the next limit the POs/WOs must also approved by both managers. The limits for approving advice for

credit to supplier will be the same. However, all POs/WOs with a value more than Rs. 50,000/- to be sent to MD for approval – post hoc.

Sl. No.	Item	Limit for authorization of PO/WO and payment for advice to supplier by respective team head.	Limit for authorization of PO/WO and payment for advice to supplier by Minish & Prabhakar.
1.	Cement	Rs. 2 lakhs	NA
2.	RMC	Rs. 5 lakhs	Rs. 10 lakhs
3.	Tor steel	Rs. 5 lakhs	Rs. 10 lakhs
4.	Steel angles, pipes, binding wire, rods, Z angles, etc	Rs. 2 lakhs	Rs. 3 lakhs
5.	Building material including cement blocks	Rs. 2 lakhs	Rs. 4 lakhs
6.	Granite, pavers, parking tiles, Tandur, Macherla,	Rs. 2 lakhs	Rs. 3 lakhs
7.	For replenishing stock of SSLP items	Rs. 2 lakhs	Rs. 5 lakhs
8.	Water proofing	Rs. 1 lakh	Rs. 2 lakhs
9.	Furniture, modular kitchens, false ceiling	Rs. 2 lakhs	Rs. 3 lakhs
10.	Online purchases	Rs. 50,000/-	Rs 1 lakh
Sl. No.	Item	Limit for authorization of PO/WO and payment for advice to supplier by Waseem/Prasad of promotions team.	Limit for authorization of PO/WO and payment for advice to supplier by Prasad & Waseem.
11.	Related to promotions for purchase of material /items.	Rs. 5,000/-	Rs. 10,000/-
12.	Advertising in print and other media, social media	Rs. 25,000/-	Rs. 50,000/-
13.	Printing of flyers / brochures / flex	Rs. 10,000/-	Rs. 20,000/-
14.	Printing of		

6. Limits for approval of credit to supplier/bills related to purchase orders/ work orders/release orders shall be as given above. However, for bills of lower value the following limits shall be as follows:

Sl. No.	Value of bills	Authorised Signatory
1.	Bills upto Rs. 25,000/- in value, from approved suppliers, can be approved for payment	Mr. Bhaskar, Mr. Dakshinamurthy,

7. Accountants must approve advise for credit to suppliers/contractors. In case of PO/WO/RO exceeding Rs. 50,000/- signature of Accounts Manager on advice must be taken. Accountants must ensure that the purchase order, DC, bill are appropriately tallied and signatures of purchase officer/purchase manager/MD is taken on the appropriate advice.

8. Cash vouchers to be approved Minish/Prabhakar upto Rs. 1,000/-. Thereafter MDs approval is required.
9. In normal course payments to suppliers based on available credit balance shall be decided by MD on every Friday. Purchase managers may recommend payment to be released only in exceptional circumstances to a supplier by sending email to MD by Thursday. Credit balances must be confirmed for making such a request.

Managing Director.