

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

Audit Checklist for PURCHASE Department: (For the Year_____)

1. Approving Process for procurement of Recurring (consumables) and Non-recurring (Equipment).
2. Purchase process for procurement of Recurring (consumables) and Non-recurring (Equipment).
3. Release of Purchase Orders (Sample Copies)
4. Annual Maintenance Contract(s).
5. Medical Insurance Process and Payments.
6. Vehicle Insurance Process and Payments.
7. Process for disposal of scrap.
8. Imprest amount expenditure details
9. Internal Purchase Committee Meeting minutes.
10. D&P Committee Proceedings and Minutes of meetings.
11. Disbursement of payment (procedures) for all purchases
12. Maintenance of Stock registers for
 - Recurring
 - Non-recurring
 - Stationary.

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