

SOP: Procurement and Supply Ordering Processes for Executive Needs

This SOP details the **procurement and supply ordering processes for executive needs**, covering vendor selection, purchase requisition approval, order placement, tracking of deliveries, invoice verification, and budget compliance. It aims to streamline the acquisition of office supplies and services required by executives, ensuring efficiency, cost-effectiveness, and timely fulfillment while maintaining transparency and accountability throughout the procurement cycle.

1. Purpose

To establish standardized procedures for procuring office supplies and services for executive needs, ensuring efficiency, transparency, cost control, and compliance with company policies.

2. Scope

This SOP applies to all executive support staff and procurement personnel involved in purchasing supplies and services on behalf of executives within the organization.

3. Responsibilities

- **Executive Support Staff:** Initiate purchase requisitions and track orders.
- **Procurement Team:** Conduct vendor selection, order placement, and manage supplier relationships.
- **Finance Department:** Approve requisitions, verify invoices, and ensure budget compliance.
- **Executives:** Approve exceptional or high-value purchases as required.

4. Procedure

Step	Description	Responsible
1. Need Identification	Determine required supplies/services for executives.	Executive Support Staff
2. Vendor Selection	<ul style="list-style-type: none">• Review approved vendor list.• Request quotations if necessary.• Select vendor based on cost, quality, and reliability.	Procurement Team
3. Purchase Requisition	<ul style="list-style-type: none">• Complete purchase requisition form.• Obtain necessary approvals (as per value thresholds).	Executive Support Staff / Executives
4. Order Placement	<ul style="list-style-type: none">• Confirm budget availability.• Place order with selected vendor.• Document purchase order number and details.	Procurement Team
5. Delivery Tracking	<ul style="list-style-type: none">• Monitor shipment and delivery timelines.• Receive and inspect goods/services.	Executive Support Staff / Procurement Team

6. Invoice Verification & Payment	<ul style="list-style-type: none"> • Match invoice to purchase order and delivery notes. • Report discrepancies. • Submit verified invoices to Finance for payment. 	Finance Department
7. Record Keeping	<ul style="list-style-type: none"> • Maintain procurement records per regulatory requirements. • Ensure documentation is readily available for audits. 	All Involved Parties

5. Budget Compliance

- Ensure all procurements align with approved executive budgets.
- Flag and obtain approval for over-budget requests prior to order placement.
- Review monthly expenditures to identify variances.

6. Transparency and Accountability

- Document all steps and retain evidence of approvals and orders.
- Conduct periodic internal audits to assess process adherence and identify improvements.

7. References

- Corporate Procurement Policy
- Executive Expense Policy
- Record Retention Guidelines

8. Review and Revision

This SOP will be reviewed annually or whenever significant process or policy changes occur.