**MKS POLICY ON PURCHASE AND MAINTENANCE**

**FLOW CHART FOR PURCHASE PROCESS**

Classroom environment

Maintenance of Laboratory Equipment & Computers

If satisfactory, accept material & release payment otherwise

reject material and send back to supplier

Inspection of received material by user department

Receipt of material

Placement of order

Final approval by the authority

Comparative analysis

Review & approval

Compilation of requirement

To get quotations from different companies/vendors

Requirements from user department