



01-04-2026

SOP for Processing Purchase Requests under PDF Project

Roles & Responsibilities:

1. Principal Investigator/Faculty Member:

- a. Prepare the memo (draft is attached) specifying:
 - i. Item name.
 - ii. Required quantity.
 - iii. Brand (if applicable).
- b. Submit the memo to the respective **Dean** for initial approval.
- c. Ensure that the requested items are aligned with the approved PDF project budget.

2. Dean of Faculty:

- a. Review the purchase request submitted by the PI.
- b. Verify relevancy of items with research needs.
- c. Forward the approved request to ORIC for further processing.

3. Office of Research, Innovation & Commercialization (ORIC):

- a. Review the request to ensure it aligns with the PDF sanctioned budget.
- b. Verify availability of funds and project timeline.
- c. Forward the complete purchase request to the Pro-Rector through treasurer for approval.

4. Pro-Rector:

- a. Approve the initiation of procurement as per university policy.

5. Procurement Office:

- a. Receive the approved request from the Pro-Rector's Office.
- b. Conduct market verification and confirm item availability.
- c. Contact vendors to obtain quotations and compare options.
- d. Finalize purchase feasibility and confirm with ORIC.
- e. Proceed with procurement based on approved quotation(s).

6. Documentation Required:

- a. Approved MEMO.
- b. PDF Award Letter.
- c. Fund Release Form.
- d. Previously purchased record (if any)

Signature _____

Prof. Dr. Muhammad Akhyar Farrukh
Director ORIC/Research