

<i>Insert Company Logo here</i>	SOP NAME	Purchasing Procedure			
	SOP Category	SOP Number	Revision Number	Date of Previous Revision	Revision Effective Date
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Supersedes:	Prepared by G. Host			Date	XX/XX/XX
CONFIDENTIAL	Approved by G. Host			Date	XX/XX/XX

1. OBJECTIVE

- 1.1 To describe the procedure established for Purchasing, and to specify requirements for the suppliers of **enter your company's name** and its subsidiaries, which ensure that the product received meets our specifications.
- 1.2 To ensure that purchase orders clearly define the product quantity and price.
- 1.3 To select vendors based on their ability to meet **enter your company's name's** requirements.

2. SCOPE (Optional)

- 1.1 The scope of this SOP applies to the Purchasing process.
- 1.2 This procedure applies to all components, materials and services received from Suppliers' or manufactured by the company and used in the manufacture, assembly, and shipment of products.

3. PERSONNEL RESPONSIBILITIES

- 3.1 It is the responsibility of the **Quality Manager** or a member chosen and trained by the Quality Department to ensure these procedures are being enforced and followed.
- 3.2 The **Quality Assurance Manager** *qualifies* vendors/Suppliers for approval.
- 3.3 The **President or CEO** *approves* vendors.
- 3.4 The **President, CEO, Controller** or a designee approves issuance and spending on company credit cards.
- 3.5 The President, CEO, **Materials Manager**, Production Manager, **Production Order Manager** and **Receptionist** are authorized to issue Purchase Orders when both necessary and proper.
- 3.6 The **Accountant** records invoices, verifies amounts and weights and investigates significant discrepancies.
- 3.7 The **Quality Assurance Manager** maintains the Approved Vendors/Suppliers List and conducts periodic supplier audits.

4. DEFINITIONS

- 4.1 Purchase Order ("PO")

5. REFERENCES

- 5.1 NSF Guidelines
- 5.2 GMP requirements are listed in NSF/ANSI 455-2 which is the only American National Standard in the dietary supplement industry developed in accordance with the FDA's 21 CFR part 111.