

# **NOTICE**

## **Standard Operating Procedure (SOP) for Accessing Funds from GIEEE Bangalore**

All concerned IEEE members, volunteers, and programme coordinators are hereby informed that the following procedures shall be strictly followed for availing funds from **GIEEE Bangalore** towards programme-related expenses.

### **Process 1: Reimbursement to Enlisted Vendors**

The following procedure shall be followed for payments/reimbursements to enlisted vendors:

1. A **budgetary proposal** shall be submitted in the prescribed **GIEEE format at least 90 days prior to the programme**, as per the GIEEE SOP.
2. Quotations from the **enlisted vendors** shall be obtained and shared with GIEEE, preferably before the programme.
3. Based on the submitted quotation and approved proposal, **GIEEE shall issue a Purchase Order (PO)** to the concerned vendor.
4. After completion of the programme, the **original invoice** shall be collected from the vendor and submitted to GIEEE for payment processing.
5. The **invoice value shall not exceed the approved Purchase Order (PO) value**.

### **Process 2: IEEE Member- Volunteer Reimbursement**

For expenses incurred by an IEEE member - volunteer, the following procedure shall be followed:

1. A **budgetary proposal** shall be submitted in the prescribed **GIEEE format at least 90 days prior to the programme**, as per the GIEEE SOP.
2. All invoices/bills shall be obtained **in the name of the IEEE member/volunteer** who has incurred the expenditure.
3. The **Volunteer Reimbursement Form**, in the prescribed GIEEE format, shall be submitted along with all supporting invoices/bills **within 15 days after completion of the programme**, as per the GIEEE SOP.

### **Important Note**

**GIEEE does not permit direct transfer of programme funds to any other bank account. Funds shall be released only through the approved vendor payment or reimbursement processes described above.**

### **Formats and Supporting Documents**

The prescribed **Budgetary Proposal Format** and **Volunteer Reimbursement Format** are available at the following link:

[https://drive.google.com/drive/folders/1UWc9StLwODVLnHVOl\\_5gMZYZWdFZv46h](https://drive.google.com/drive/folders/1UWc9StLwODVLnHVOl_5gMZYZWdFZv46h)

**Other relevant GIEEE documents are also attached for reference and clarification of any queries.**

### **Contact for Further Queries**

For any clarification regarding the above procedures, please contact:

**Mr. Udayakumara Kumar**

GIEEE

Email: [u.kumar@ieee.org](mailto:u.kumar@ieee.org)

He is the concerned GIEEE representative for the **IEEE Kolkata Section** regarding these matters.

All concerned are requested to strictly adhere to the above procedure to ensure smooth and timely processing of programme-related payments and reimbursements.