**SULOCHANA FOUNDATION**

1. Systems of planning: They have followed the approval basis and expenses are done as per the planned budget and as approved in the budget
2. Systems of payments- Payment is done as per the approval and vouchers, registers, bill book everything is checked with that of the registers maintained and vouchers are also machine printed and serial number wise.
3. Systems of procurement- Quotations are obtained from the parties regarding the purchase of furniture, electrical and purchase of drugs. Quotations from minimum three parties are obtained.
4. Systems of documentation- Documents are maintained for Cash book and bank books and audit reports and related SOEs and related documents are properly maintained.