



Process Title: Issuance of Goods

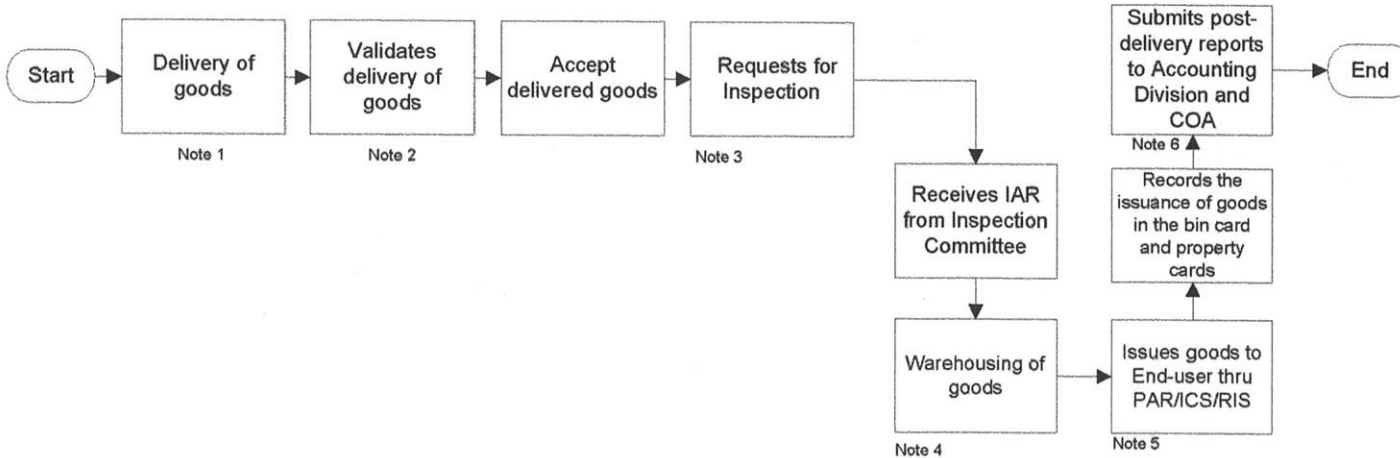
Objective: To clarify the process in Issuance of Goods.

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Property Management Section



Forms


References

1. Delivery Receipt
2. Purchase Order (PO)
3. MISD Inspection Report for ICT equipment.
4. Request for Inspection
5. Property Acknowledgment Receipt (PAR)
6. Inventory Custodian Slip (ICS)
7. Requisition and Issue Slip (RIS)
8. Purchase Order/ Agency Procurement Request (PO/APR)
9. Inspection and Acceptance Report (IAR)
10. COA Rules and Regulations

WORK INSTRUCTIONS


- Note 1. Goods refers to all items, supplies, materials, equipment and general support services, except consulting services and infrastructure projects.
- Note 2. Validation of delivered goods:
- For delivery of goods by private suppliers, validates with Delivery Receipt (DR) and approved Purchase Order (PO);
  - For delivery of goods by Procurement Service of Department of Budget and Management, validates with DR and Agency Procurement Request (APR).
- Note 3. Requests Inspection of goods to the following office/committee:
- Commission on Audit (COA)
  - Inspection Committee on the Purchase of Supplies, Materials and Equipment.
- Note 4. Warehousing of goods
- Arranges supplies/equipment inside the warehouse;
  - Records the Receipts of supplies and equipment in the following card:
    - o Bin/Stock Card – is used for supplies;
    - o Property Card – is used for equipment.
- Note 5. Preparation of Issuance Forms:
- Requisition and Issue Slip (RIS) is used for the issuance of supplies;
  - Property Acknowledgment Receipt (PAR) is used for the issuance of equipment (above P15,000); and
  - Inventory Custodian Slip (ICS) is used for issuance of semi-expendable (P15,000 and below).
- Note 6. Post-Delivery Reports include:
- Report of Supplies and Materials Issued (RSMI);
  - Summary of Payments and Deliveries for Agency Procurement Request (APR)

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