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1.0 PURPOSE


To provide support through effective management of supplies and equipment of the commission.

2.0 SCOPE

In-charge in the acceptance, issuance, rejecting, recording, controlling and monitoring of all delivered and issued supplies and equipment of the commission.

3.0 DEFINITION OF TERMS


- 3.1 RIS - Requisition and Issue Slip. The Requisition and Issue Slip shall be used to request supplies and materials that are carried on stock.
- 3.2 PR - Purchase Request. The Purchase Request shall be used to request for the purchase of inventory/item not available on stock and it shall be the basis of preparing the Purchase Order.
- 3.3 IAR - Inspection and Acceptance Report. The Inspection and Acceptance Report shall be used to acknowledge the receipt of supplies and equipment purchased and inspection made thereof.
- 3.4 PAR – Property Acknowledgement Receipt. The Acknowledgement Receipt for Equipment shall be used to acknowledge the receipt of property and equipment for official use from the Property Officer.
- 3.5 ICS - Inventory Custodian Slips. The ICS shall be used to acknowledge the receipt of semi expandable supplies from the Property Officer.
- 3.6 CM - Credit Memo. The CM shall be used to acknowledge the receipt of semi-expendable supplies and or equipment from the accountable person
- 3.7 ISE - Issuance of Sports Equipment. The ISE shall be used to acknowledge the receipt of sports equipment by the National Sports Associations (NSA's) from the Property Officer.
- 3.8 ISS - Issuance of Sports Supplies. The ISS shall be used for issuance of sports supplies to National Sports Associations (NSA's).
- 3.9 ISM - Issuance of Supplies and Materials. The ISM shall be used for issuance of supplies purchased.
- 3.10 COD - Certificate of Donation. The COD shall be used for donation of supplies and equipment to stakeholders
- 3.11 SC - Stock Card. The Stock Card shall be used to record all receipts and issuances of supplies. It shall be maintained by the Supply and Property Unit for each item in stock.
- 3.12 PC - Property Card. The Property Card shall be used by the Supply and Property Unit to record the description, transfer/acquisition, disposal, and other information about the property, plant and equipment. It shall be kept for each class of property, plant and equipment.

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- 3.13 RSMI - Report of Supplies and Materials Issued. The Report of Supplies and Materials Issued shall be prepared by the Supply Officer and shall be used by the Accounting Unit as a basis in preparing the JEV to record the supplies and materials issued.
- 3.14 RPCI - Report on the Physical Count of Inventories. The Report on the Physical Count of Inventories shall be used to report the physical count of supplies by type of inventory as of a given date. It shows the balance of inventory items per cards and per count and shortage/overage, if any.
- 3.15 RPCPPE - Report on the Physical Count of Property, Plant and Equipment. The Report on the Physical Count of Property, Plant and Equipment shall be used to report the physical count of property, plant and equipment by type as of a given date. It shows the balance of property and equipment per cards and per count and shortage/overage, if any.
- 3.16 IIRUP - Inventory and Inspection Report for Unserviceable Property. The Inventory and Inspection Report for Unserviceable Property shall be used as basis to record dropping from the books the unserviceable properties carried in the Property, Plant and Equipment accounts.
- 3.17 WMR - Waste Material Report. The Waste Materials Report shall be used to report all waste materials such as destroyed spare parts and other materials considered scrap due to replacement.
- 3.18 PRT – Property Transfer Report. This form shall be used when there are transfers of property from one Accountable Officer/Agency/Fund Cluster to another Accountable Officer/Agency/Fund Cluster.
- 3.19 RLSDDP - Report on Loss, Stolen, Damaged or Destroyed Property. This form shall be used by the Accountable Officer to report or notify the auditor of the COA, the Chief Accountant and all others concerned of the lost, stolen, damaged or destroyed property.
- 3.20 GP - Gate Pass. The GP shall be used for the supplies and equipment to be brought outside PSC.
- 3.21 BS - Borrower’s Slip. The BS shall be used for the supplies and equipment lend from the Property Officer.

4.0 REFERENCE DOCUMENTS

- 4.1 Property Office Operations Manual
- 4.2 Government Accounting Manual

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5.0 PROCESS FLOW-

RESPONSIBLE - A

- 5.1 Requesting Party
- 5.2 Property Custodian/staff
- 5.3 Executive Director
- 5.4 Cashier's Office
- 5.5 DED-FAS
- 5.6 Agency Inspector
- 5.7 COA Auditor
- 5.8 Head of Property Office
- 5.9 End-user

RESPONSIBLE – B

- 5.1 End-user
- 5.2 Property staff
- 5.3 Disposal Committee
- 5.4 Chairman
- 5.5 COA Auditor



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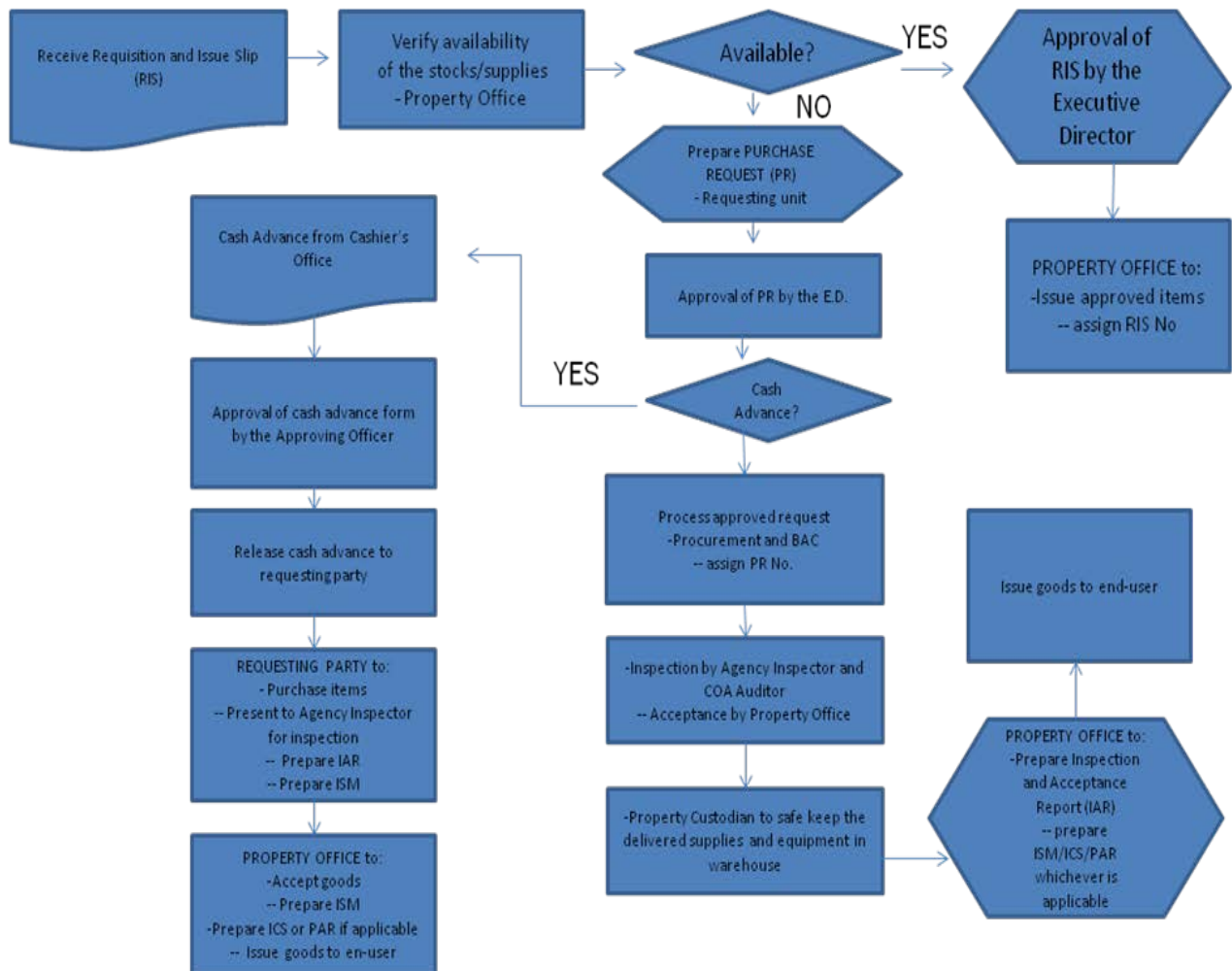
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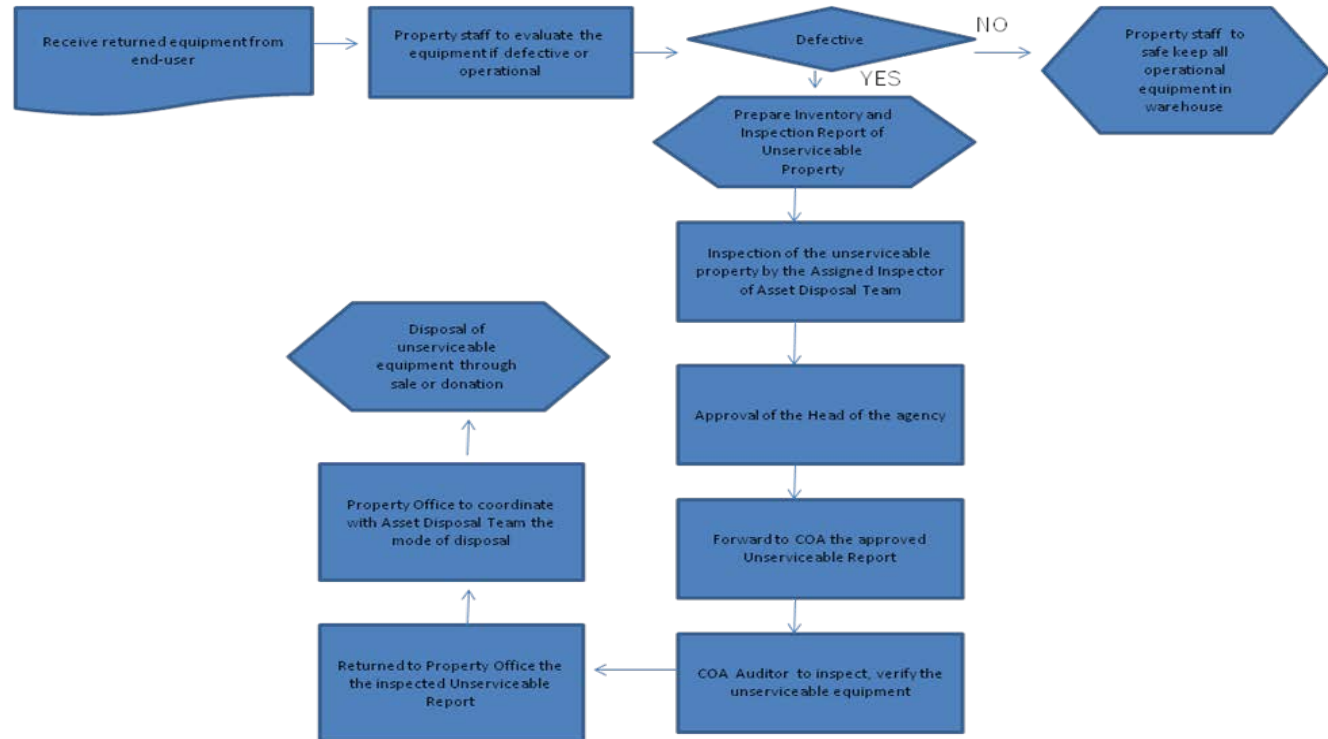
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FLOW CHART - A



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FLOW CHART – B




REFERENCE


- 5.10 Property Office Operations Manual
- 5.11 Government Accounting Manual

6.0 PROCEDURE

- 6.1 Acceptance, safe keeping and issuance of supplies and equipment
 - 6.1.1 Receive Requisition Slip (RIS) from the requesting party;
 - 6.1.2 Verify the availability of the supplies/equipment listed in the RIS;
 - 6.1.3 Mark check if the items available in the column of “Yes” and “No” if not available;
 - 6.1.4 If available, return the RIS to the requesting party and have it approved by the Executive Director;
 - 6.1.5 After approval, the requesting party will forward to Property Office the approved RIS;
 - 6.1.6 Property Custodian issues the approved items to the requesting party and have it signed in the “Received by” his name, signature and date;
 - 6.1.7 The Property Custodian will assign control number in the RIS;

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- 6.1.8 If the items/supplies are not available, the requesting party will prepare a Purchase Request;
 - 6.1.9 The requesting party will forward the PR to Executive Director for approval;
 - 6.1.10 If the small items requested, the requesting party will accomplish a petty cash voucher for the cash advance;
 - 6.1.11 Approval of the cash advance by the Executive Director;
 - 6.1.12 Cashier's Office will release a cash advance to the requesting party;
 - 6.1.13 Requesting party to purchase the requested supplies and have it inspected by the Agency Inspector;
 - 6.1.14 Requesting party to prepare Inspection and Acceptance Report and Issuance of Supplies and Materials Issued;
 - 6.1.15 Property Head to accept goods and sign the Inspection and Acceptance Report and property staff to release the purchased supplies to requesting party and sign the Issuance of Supplies and Materials
 - 6.1.16 The Property staff will prepare Inventory Custodian Slip if items purchased is semi-expendable and have it signed by the end-user;
 - 6.1.17 If the items requested such as equipment, the approved Purchase Request will be forwarded to Procurement Office and BAC for processing;
 - 6.1.18 A copy of approved Purchase Order will be forwarded to Property Office for incoming delivery;
 - 6.1.19 The property staff receives the delivery based on approved Purchase Order and have it inspected by the Agency Inspector to be witnessed by the COA Auditor (as per availability of the COA Auditor)
 - 6.1.20 The Property staff prepares an Inspection and Acceptance Report and have it signed by the Agency Inspector and the Property Head;
 - 6.1.21 The Property staff safe keeps the delivered supplies in warehouse until proper documents prepared
 - 6.1.22 The Property staff prepares Issuance of Supplies and Materials or Property Acknowledgment Receipt or Inventory Custodian Slip whichever is applicable and release the goods to the end-user.
- 6.2 Disposal of Unserviceable Equipment
- 6.2.1 Receive the returned equipment from the end-user;
 - 6.2.2 Property staff to determine the equipment if operational or unserviceable;
 - 6.2.3 If the equipment determined operational, the Property staff safe keeps the returned equipment in a warehouse;
 - 6.2.4 If the equipment determined unserviceable, the Property staff prepares an Inventory and Inspection Report of Unserviceable Property;
 - 6.2.5 Assigned Inspector from Disposal Committee inspects the unserviceable property;

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- 6.2.6 Head of the Agency to approve the Inventory and Inspection Report of Unserviceable Property;
- 6.2.7 Property Office forwards to Commission on Audit the approved Inventory and Inspection Report of the Unserviceable Property including pictures of the unserviceable equipment;
- 6.2.8 COA Auditor inspects and verifies the actual unserviceable equipment against the report;
- 6.2.9 COA Auditor forwards to Property Office the Inventory and Inspection Report of the Unserviceable Property;
- 6.2.10 Property Head to coordinate with the Asset Disposal Committee about the process of actual disposal;
- 6.2.11 Property Head and staff to dispose the unserviceable equipment either through sale or donation.

7.0 FORMS ATTACHED

- 7.1 Requisition and Issue Slip
- 7.2 Purchase Request
- 7.3 Inspection and Acceptance Report
- 7.4 Property Acknowledgment Report
- 7.5 Inventory Custodian Slip
- 7.6 Credit Memo
- 7.7 Issuance of Sports Equipment
- 7.8 Issuance of Sports Supplies
- 7.9 Issuance of Supplies and Materials
- 7.10 Certificate of Donation
- 7.11 Stock Card
- 7.12 Property Card
- 7.13 Report of Supplies and Materials Issued
- 7.14 Report on the Physical Count of Inventories
- 7.15 Report on the Physical Count of Property, Plant and Equipment
- 7.16 Inventory and Inspection Report of Unserviceable Property
- 7.17 Waste Materials Report
- 7.18 Property Transfer Report
- 7.19 Report of Lost, Stolen, Damaged or Destroyed Property
- 7.20 Borrower's Slip
- 7.21 Gate Pass