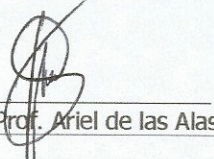


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| Procedure No:                           | ACA-PROC-COMP-0002   |
| Procedure Title:                        | Procedure for Requesting Services, Supplies and Equipments   |
| Related Policy:                         | ADM-POL-COMP-0008 Policies for Requisition of Services, Supplies and Equipments  |
| Date of Issuance:                       | S.Y. 2009-2010   |
| Effectivity:                            | S.Y. 2009-2010 to present  |
| Page Number:                            | One (1)  |
| Office of Origin:<br>(Procedure Expert) | Office of the Comptroller  |
| "Supersedes" Notification:              |  |
| Procedure Description:                  | This policy details the key persons involved, process and requirements for requesting services, supplies and equipments.   |
| Areas of Responsibility:                | Office of the Comptroller  |
| Procedure Details:                      | <p>Step 1. The assigned staff posts all requisition for services, supplies and equipments through the online requisition system.</p> <p>Step 2. The submitted request is reviewed by the Budget Clerk.</p> <p>Step 3. If there is a corresponding budget for the request, the Budget Clerk endorses the request to the Budget Officer. In cases when the posted request is not included in the department's annual budget, the Budget Officer informs the Department Head of the situation.</p> <p>Step 4. The Budget Officer approves the request. The approved status is granted on the online request.</p> <p>Step 5. The approved request is forwarded to the Finance and Resources Department for purchasing.</p> |
| Procedure Approval Authority:           | Comptroller  |
| References:                             |  |
| Definition:                             |  |
| Help Page:                              | Office of the Comptroller  |
| Prepared by:                            | Planning, Funding and Development Office   |
| Approved by:                            |   |
| Date of Approval:                       | Asst. Prof. Ariel de las Alas  |

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