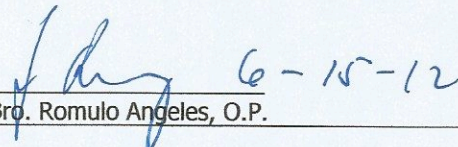


Policy No:	ADM-POL-FNR-0003
Policy Title:	Requisition of Office Supplies
Implementation Procedure:	ADM-PROC-FNR-0003 Procedure in Requesting for Office Supplies
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy details the application, processing and approval of all requests for office supplies.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All requests for office supplies are made through the Online Requisition System.</li> <li>• All Department Heads are required to assign a staff who would be responsible in posting and monitoring all requests for office supplies.</li> <li>• All submitted requests are subject for review and approval from the Budget Section of the Comptrollership.</li> <li>• Requests for office supplies shall only be processed once the Budget Section provides the approval.</li> <li>• All requests for office supplies amounting to Php 5,000 and below shall be approved by the Head of the Finance and Resources.</li> <li>• Requests for office supplies amounting to Php 5,001 and above needs further approval from the Vice President for Financial Affairs.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	6-15-12

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