


Policy No:	ADM-POL-FNR-0006
Policy Title:	Merchandise Inventory Policy
Implementation Procedure:	ADM-PROC-FNR-0006 Merchandise Recording, Inventory and Transfer
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 receiving, inventory and key persons involved in all the merchandise purchased by the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Bookstore and the Property Section follows the First-in-First-out (FIFO) method. • The two sections utilize Stock Cards to maintain and monitor items received and issued. • Both the Bookstore and Property Section should conduct a quarterly inventory of their merchandises. • All inventory results should be submitted to the Director of the Finance and Resources Section. • All delivered and purchased merchandises for the Bookstore should be transferred to the Stock Room. • Transfer of merchandise from stockroom to selling area should undergo proper approval from the Section Head of the Bookstore.
Applicability:	Bookstore, Property Section
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	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.