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: Finance and Resources Office  
(政策专家)  
“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:  
• 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: 