


Procedure No:	ADM-PROC-FNR-0002
Procedure Title:	Textbook Requisition Procedure
Related Policy:	ADM-POL-FNR-0002 Textbook Requisition Policy
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Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the application, approval and releasing of all requests for textbooks.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The Academic Heads forward the list of approved textbooks to the Head of the Finance and Resources Department.</p> <p>Step 2. The Head of the Finance and Resources endorses the list of textbooks to the Section Head of the Bookstore.</p> <p>Step 3. The Section Head of the Bookstore identifies the number of textbooks to be ordered based on the provisions stated in ADM-POL-FNR-0002 and negotiate the price of the books to the suppliers.</p> <p>Step 4. The Section Head of the Bookstore prepares the consignment forms to the respective suppliers.</p> <p>Step 5. The supplier is given a copy of the consignment form.</p> <p>Step 6. The supplier delivers the textbooks.</p> <p>Step 7. The supplier forwards the Supply Delivery Receipt to the Stock Clerk.</p> <p>Step 8. The Stock Clerk compares the consignment order form with the supplier's delivery receipt.</p> <p>Step 9. The Stock Clerk evaluates the physical condition, quantity and specifications of the textbooks.</p> <p>Step 10. The Stock Clerk affixes his signature on the supplier's delivery receipt and consignment order form.</p> <p>Step 11. The Stock Clerk forwards the delivery receipt and Consignment Order Form to the Section Head of the Bookstore.</p> <p>Step 12. The Section Head of the Bookstore computes the selling price of the textbook.</p> <p>Step 13. The Stock Clerk assigns a barcode number for each textbook.</p> <p>Step 14. The Stock Clerk encodes the book details and selling price to the Bookstore's POS System. Details encoded include name of the book, author, edition, name of supplier, quantity of books delivered, unit cost and selling price.</p> <p>Step 15. The textbooks are now available for sale.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Consignment Form Supplier's Delivery Receipt
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Bro. Romulo Angeles, O.P.

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