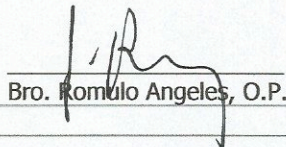


Procedure No:	ADM-PROC-FNR-0004
Procedure Title:	Receiving of Merchandise from Suppliers
Related Policy:	ADM-POL-FNR-0005 Receiving of Merchandise and Payment Processing Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the process, documents and key persons involved in the receiving of merchandise from external suppliers. The payment process is also presented.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The supplier delivers the supply to the Property Section.</p> <p>Step 2. The Property Assistant verifies the quantity, quality and compliance of the delivered merchandise based on the specifications written in the purchase order.</p> <p>Step 3. The Property Assistant signs the delivery receipt and invoice.</p> <p>Step 4. The Property Assistant informs the respective department to claim their merchandise.</p> <p>Step 5. In the case of Fixed Assets, the Department Head assigns an accountable person. The accountable person signs the Property Control Form and becomes the custodian of the fixed asset. For supplies, an authorized representative from the department signs the receiving form.</p> <p>Step 6. The Property Assistant compiles the Purchase Order Form, Delivery Receipt, Invoice, and Property Control Form to be submitted to the Accounting Office for payment processing.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Purchase Order Form Delivery Receipt / Invoice Property Control Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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