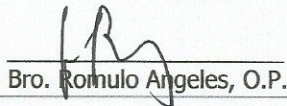


Procedure No:	ADM-PROC-FNR-0008
Procedure Title:	Consignment Procedures
Related Policy:	ADM-POL-FNR-0009 Consignment Policies
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure details the generation and the system of pulling out consigned items for sale in the Colegio.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Generation of Consignment Reports</p> <p>Step 1. All consigned goods are transferred to the Bookstore for selling.</p> <p>Step 2. The Stock Clerk and the Consignor conducts a monthly inventory of all items.</p> <p>Step 3. At the end of each month, the Bookstore Section Head prepares a Consignment Report.</p> <p>Step 4. The Consignment Report is reviewed and approved by the Director of the Finance and Resources Department.</p> <p>Step 5. The consignor is furnished with a copy of the Consignment Report.</p> <p>Pull-out of Consigned Textbooks</p> <p>Step 1. The Stock Clerk identifies and prepares the textbooks for pull-out.</p> <p>Step 2. The Stock Clerk conducts a pre-count of the textbooks and records it to the Inventory Count Sheet.</p> <p>Step 3. The Consignor's Representative re-checks the textbooks for pull-out and indicates the stocks on hand in the consignor's Merchandise Pull-out Inventory Sheet.</p> <p>Step 4. The Stock Clerk and the Consignor's Representative both affix their signature in the Merchandise Pull-out Inventory Sheet.</p> <p>Step 6. The Stock Clerk furnishes the Consignor's Representative and Bookstore Section Head with a copy of the Merchandise Pull-out Inventory Sheet.</p> <p>Consignment for Apparels and Other Items</p> <p>Step 1. The Consignor's Representative prepares two copies of the Consignor's Monthly Sales Inventory Report.</p> <p>Step 2. The Consignor's Representative forwards one copy of the Consignor's Monthly Sales Inventory Report to the Stock Clerk.</p> <p>Step 3. The Stock Clerk and the Consignor's Representative conduct an inventory of all consigned goods.</p> <p>Step 4. The Stock Clerk and the Consignor's Representative indicate the ending inventory of each consigned goods for the month.</p> <p>Step 5. The Stock Clerk and the Consignor's Representative both affix their signature in the Consignor's Monthly Sales Inventory Report.</p> <p>Step 6. The Stock Clerk forwards the Consignors Monthly Sales Inventory Report to the Section Head of the Bookstore for attachment to the Payment Requisition Form.</p>
Procedure Approval Authority:	Finance and Resources Office, Consignors
References:	Consignment Report Inventory Count Sheet Merchandise Pull-out Inventory Sheet Consignor's Monthly Sales Inventory Report
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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