

WORK INSTRUCTION			
Asset Management Support Office – RECEIVING & RELEASING OF SUPPLIES			
Code : DAP-AMSO-WI-05	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. This document serves as guide for the proper receiving and releasing of supplies and materials.

2.0 SCOPE

2.1 This work instruction covers DAPCC's receiving and releasing of supplies and materials from the stock room.

3.0 DEFINITION OF TERMS

3.1 **Requisition and Issue Slip (RIS)** – this form shall be used to request for goods/supplies carried in stock.

4.0 DETAILS:

Item No.	Activity	Responsibility	Interface
4.1	Receiving of supplies and materials a. Receives delivery of supplies and materials; b. Checks for marked/stamped purchase request/purchase order and invoices as proof that supplies and materials passed through inspection; c. Matches purchase request / purchase order versus sales invoice.	Stock Clerk	Purchase Order Purchase Request Sales Invoice
4.2	Releasing of Supplies and Materials a. Receives approved withdrawal slip from the requesting unit; b. Budgets items indicated in the withdrawal slip; c. Prints requisition and issue slip (RIS);	Accounting Staff Stock Clerk	Withdrawal Slip, Requisition and Issue Slip

THIS DOCUMENTED INFORMATION WHEN PRINTED is an UNCONTROLLED COPY. ENSURE that the printed copy being used is the current version by checking the effectivity date of the CONTROLLED COPY in the DAP FILE SERVER/ WEBSITE.



WORK INSTRUCTION

Asset Management Support Office – RECEIVING & RELEASING OF SUPPLIES

Code : DAP-AMSO-WI-05

Revision No. : 1

Effectivity: 8 November 2017

Page: 2 of 2

	<ul style="list-style-type: none">d. Provides copy of the printed RIS with attached original withdrawal slip to the requesting unit for signaturee. Receives signed/approved RIS from the end-userf. Releases supplies and materials to the end-user		
--	--	--	--