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## 1.0 Objectives

To ensure that all received supplies, materials and equipment comply with the specified requirements, properly accepted, stored and released to the end-user

## 2.0 Scope

This procedure covers the inspection and acceptance of purchased items from the delivery up to the issuance of items to the end-use and preparation of Monthly Report of Supplies and Materials Issued.

## 3.0 Definition of Terms:

**Delivery Receipt (DR)** – a document that is signed by the buyer of equipment or supplies to indicate that it is received the item being delivered by the seller

**Acknowledgement of Receipt of Equipment (ARE)** – a form prepared for monitoring, control and accountability of equipment

**Inventory Custodian Slip (ICS)** – a form prepared for monitoring, control and accountability of small tangible items

**Requisition and Issue Slip (RIS)** – a form prepared by the end-user to request for goods/services


## 4.0 Records:

- Purchase Request (PR)
- Delivery Receipt (DR)
- Inspection and Acceptance Report (IAR)
- Acknowledgement Receipt for Equipment (ARE)
- Requisition and Issue Slip (RIS)
- Supply Stocks Cards
- Notice of Delivery

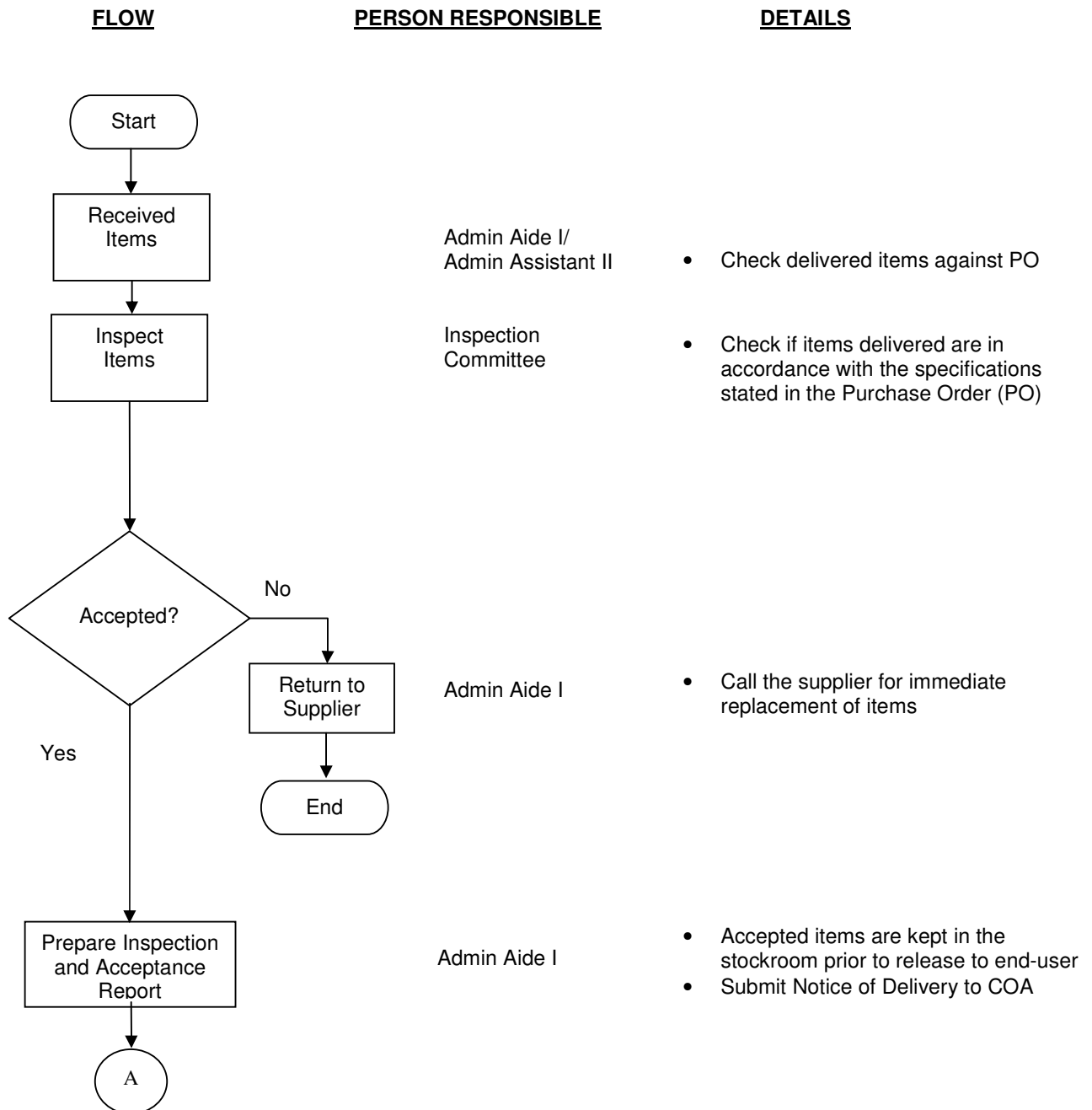
## 5.0 References:

- New Government Accounting System (NGAS) Manual


Prepared by:	Approved by:
Admin. Officer V/ Supply Officer	Chief, FAD

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## 6.0 Procedure



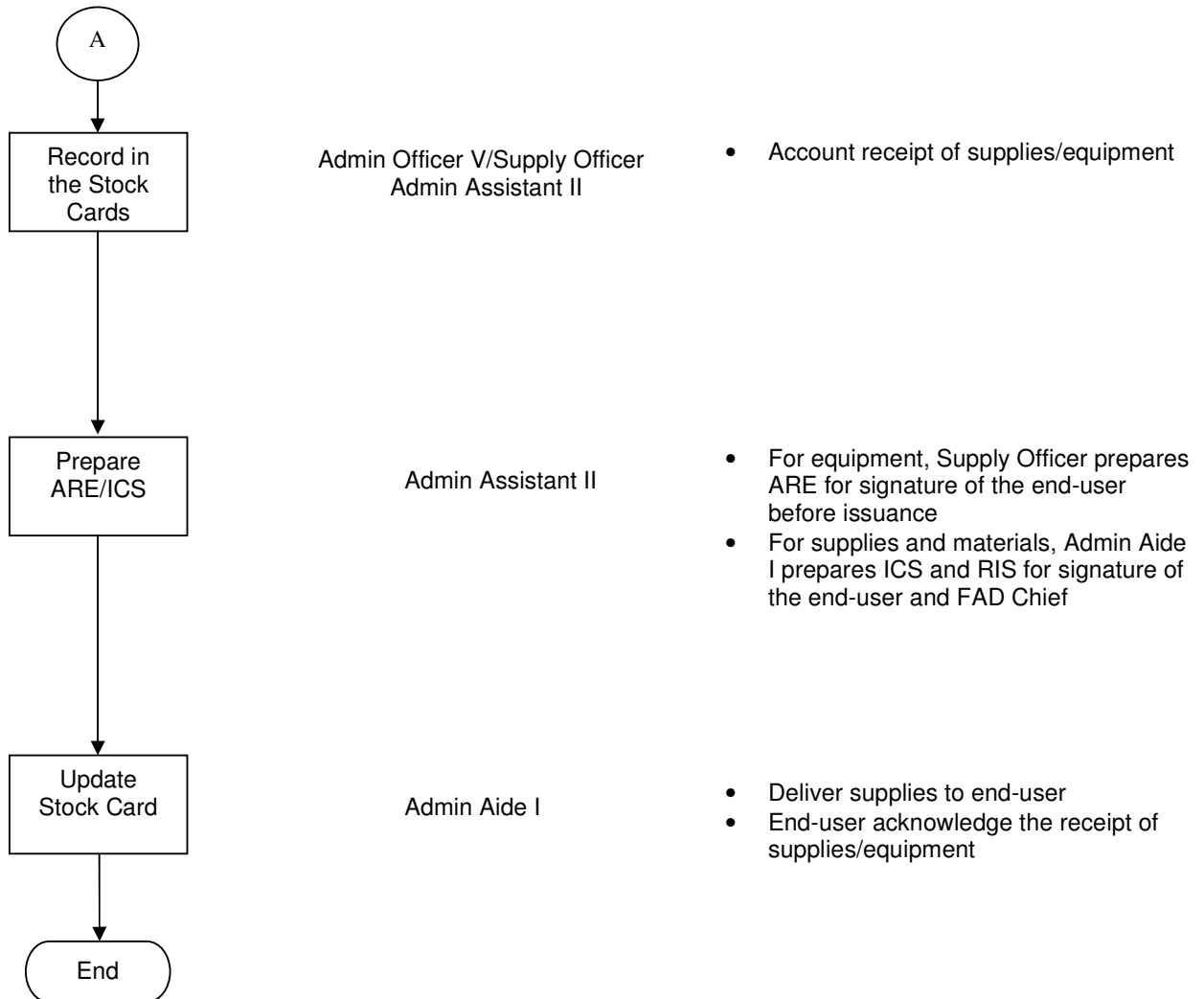
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**FLOW**

**PERSON RESPONSIBLE**

**DETAILS**



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