

## Receipt, Inspection and Acceptance of Delivery

- Procedural steps on the inspection and acceptance of the delivery of supplies, materials and equipment.

<b>Office or Division:</b>	City General Services Office			
<b>Classification:</b>	External Clients (within LGU Offices)			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	End-User Department			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Approved Contract or P.O. 2. Notice to proceed (NTP) 1. Delivery receipt (DR) / Charge Invoice (CI) 2. Inspection and Acceptance Report (IAR) 3. Notice of award (NOA) 4. Obligation Request (OBR) 5. Inventory custodian Slip (ICS) 6. Property Acknowledgement Receipt (PAR)		City General Services Office City General Services Office Supplier City General Services Office City General Services Office City General Services Office City General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivery of items/supplies and services	1.1 Receives, reviews and verifies the documents	None	15-30 minutes (Depends on the number of delivery)	Warehouse Personnel
	1.2 Checks the actual delivery of supplies, materials, services and equipment against the DR/CI and approved contract/PO	None	45 minutes to 1 hour	Warehouse Personnel
2. Submit duly filled-up Delivery Receipt (DR) and/or Charge Invoice (CI)	2.1 Forwards the DR, contract/PO to SO IV for the preparation of IAR, NoAD, RFI.	None	25 minutes	Supply Officer IV Buyer III
	2.2 Prepares IAR, NoAD, RFI	None	40 minutes	Storekeeper I Administrative Aide IV
	2.3 Checks IAR and signs transmittal of NoAD, RFI in behalf of the Department Head	None	10 minutes	Assistant Department Head Supply Officer IV
No Activity	2.4 Forwards NoAD and photocopies of Contract/P.O. and DR/CI to COA/Forwards RFI to CIC	None	15 minutes	Administrative Aide I
<b>INSPECTION PROCESS OF CIC</b>				
No Activity	2.5 DH signs the ACCEPTANCE portion of the returned IAR.	None	w/in 8 hours	City Government Department Head II
No Activity	2.6 Segregate signed IAR for COA, for payment, for obligation (Accounting) and for Office file	None	25 minutes	Administrative Aide IV
No Activity	2.7 Attach photocopy of contract CI/DR to signed IAR for obligation (Accounting) and for COA.	None	w/in 24 hours upon receipt	Administrative Aide IV
No Activity	2.8 Forwards the signed IAR to COA	None	w/in 4 hours	Administrative Aide V
No Activity	2.9 forwards to accounting for obligation.	None	25 minutes	Administrative Aide V
<b>TOTAL</b>		None	1 days, 15 hours, and 50 minutes	
<b>END OF TRANSACTION</b>				