

## Issuance of Supplies and Materials

- Covers the procedures for issuance of common-use supplies and equipment (CSE), and all deliveries.

<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. Supplies Availability Inquiry Form (SAI) 2. Requisition Issue Slip (RIS) 3. Inventory Custodian Slip (ICS) 4. Acknowledgement Receipt of Equipment (ARE) 5. Waste Material Report (WMR)		City General Services Office 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. No Activity	1.1 Prepares the Requisition Issue Slip (RIS) with PAR/ICS (if necessary), and forward to end-user department	None	15 minutes	Buyer II Storekeeper I Administrative IV Administrative Aide III
2. Submit RIS, ICS or PAR	2.1 Receives, reviews and verifies the documents	None	20 minutes	Storekeeper III Administrative Aide III
No Activity	2.2 Prepares the items to be released	None	30 minutes	Administrative Aide IV Administrative Aide III
No Activity	2.3 Approves the release of supplies and materials	None	10 minutes	Department Head Storekeeper III
No Activity	2.4 Prepares a Gate Pass	None	15 minutes	Laborer II
No Activity	2.5 Checks the completeness of the items to be released	None	25 minutes	Administrative Aide IV Laborer II
3. Requisitioner signs the RIS and receives the items	3.1 Records and releases the Supplies/Materials/Equipment issued	None	30 minutes	Administrative Aide VI Laborer II
<b>TOTAL</b>			2 hours and 25 minutes	
<b>END OF TRANSACTION</b>				