

INVENTORY FLOW PROCESS

OFFICE/DEPARTMENT

SPMO

COA

Stage 1
Preparation of Materials

1. Download or copy Equipment Listing. This is in the form of Form 41 (Inventory of Eqpt)
2. Request for a barcode label for property coding of the equipment. (all equipment should be property labeled)

Stage 2
Physical Inventory taking

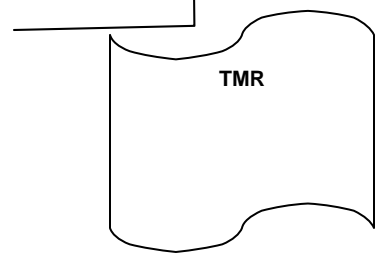
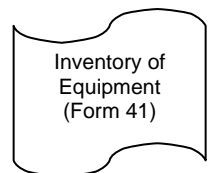
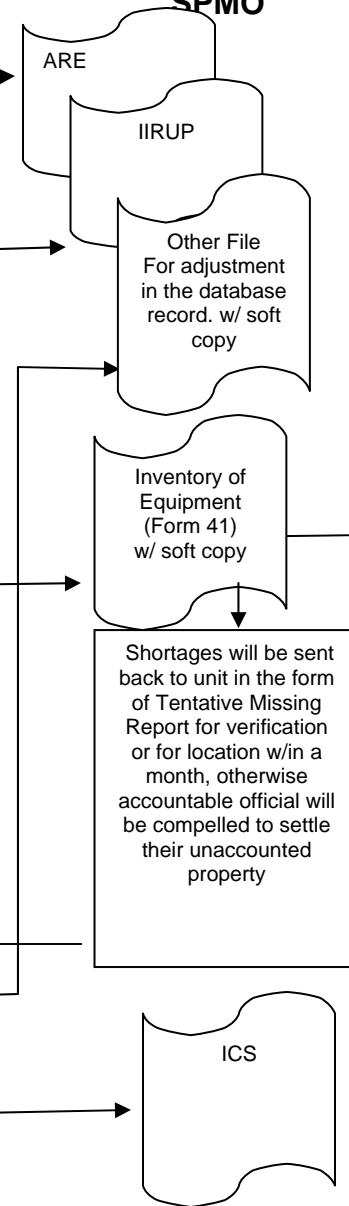
1. Based on the equipment list, identify items according to their categories as follows:
 - a. Purchases
 - b. Shortages
 - c. Donation w/ deed of donation
 - d. Donation w/o deed of donation
 - e. Transfer from other Offices
 - f. Transfer to other Offices
 - g. Condemn equipment
 - h. For condemn
 - i. ICS items bought from April 2006 up to present
 - j. eqpt. with ARE but no records from the SPMO

Stage 3
Reconciliation.

1. Use the Equipment list soft copy as your **working data** in the editing, encoding of the identified equipment listed in your physical inventory taking.
2. Continue identifying and categorizing equipment till fully completed the items enumerated on the list
3. cost the items according to their actual payment e.g. discounted or added taxes whatever amount paid should be followed. (don't leave the cost column un filled.)

Stage 4
Organize files

1. Working data file-Master file -this is the soft copy of the equipment list which has been reconciled and categorized in the remarks column as follows
 - a. Purchases
 - b. Shortages
 - c. Donation w/ deed of donation
 - d. Donation w/o deed of donation
 - e. Transfer from other Offices
 - f. Transfer to other Offices
 - g. Condemn equipment
 - h. For condemn
 - i. ICS items bought from April 2006 up to present
 - j. eqpt. with ARE but no records from the SPMO
2. ARE file & Form 41/file- extract data from Master file ,should contain a data with the following category
 - a. Purchases
 - b. Shortages
 - c. Donation with deed of Donation
 - d. Transfer from unit with the Invoice Receipt or covered by ARE
 - e. eqpt. with ARE but no records from the SPMO
3. IIRUP- extract data from Master file should contain data " for condemn "category
4. Other file- extract data from Master file should contain data with the following category
 - a. Donation w/o Deed of Donation
 - b. Condemn
5. ICS supplies bought from April 2006 up to present



PHYSICAL PROPERTY AND EQUIPMENT INVENTORY TAKING INSTRUCTION/PROCEDURE

I. Database: Changes Causes/Reasons

1. Acquisitions of new properties/equipment
2. Property dropping thru IIRUP
3. Changes in Acknowledgement and Receipt of Equipment (ARE)
4. Donations of equipment/property
5. Transfer of property to other CU of the System (Invoice Receipt)
6. Adjustments arising from year-end inventory taking/Year-end PPE Report

II. PROPERTY INVENTORY-TAKING PROCEDURE

A. Pre-inventory Taking Requirements

1. Unit head designates at least two (2) representatives as members of the Inventory Team for the Unit. The Committee is composed of the following:

SPMO Supply Officer - Leader
COA Representative - Observer
2 Unit Representatives - Members

2. Unit representatives:

- Prepare a list of all Acknowledgement Receipts for Equipment (AREs/MRs) on file for reconciliation with the physical count of the properties and equipment on site;
- Prepare blank Inventory Sheet (IS) Forms for use during inventory-taking on site; and
- Identify the user and location of the property/equipment listed.

3. Inventory Committee informs personnel concerned on the forthcoming inventory-taking, including its procedure, to be done in their respective work station.

B. Inventory-Taking Procedure

1. The inventory-taking must be performed only by the members of the Team.

2. **Accomplish the IS Form as follows:**

2.1 Provide the following information in the space provided for in the IS Form:

- Name of unit /college
- Page number
- Date

2.2 Write down the following quantity in the columns provided for in the Form:

- Quantity of the items in Column 1
- Property Number in Column 2
- Name and description of the equipment/property in Column 3 (Particulars)
- Information relative to the equipment/property, such as: location, end-user and other pertinent information in column

3. List down all equipment/property found at station in the IS Form. All items found at station, including items without corresponding MRs, AREs, or ICS must be included in the inventory taking.
4. The remaining space of each IS must be cancelled.

5. All unserviceable equipment/properties must be listed in a separate Inventory Sheet and properly identified as such. These unserviceable properties must be reported using the Inventory and Inspection Report of Unserviceable properties (IIRUP).
6. Upon completion of the physical count of all equipment/property, **reconcile** the items listed in the **IS Form** with those in the **SPMO-provided list** of equipment/properties (Form 41A: Inventory of Equipment) posted in the SPMO website (www.upd.edu.ph/~spmo). Units that find it difficult to download their respective list may come to the SPMO for a soft copy of the list and blank form. **Note: Units must bring their own diskette or USB**

C. Post-Inventory Activities

a. Instruction : Reconciliation and Accomplishment of Form 41A (SPMO-Provided List)

Please **do not write anything and/or alter entries in columns 1-7**; fill out only **columns 8-14**.

1. Write down the quantity (e.g. 1, 2, 3 etc.) of the equipment/property in column 8.
2. Write down the total value (quantity x price) in column 9.
3. Any discrepancy between “Balance per Cards” (columns 6 & 7) and “Balance on Hand per Count” (columns 8 & 9), must be reflected in columns 10 & 11 for “**Shortages**” or in columns 12 & 13 for “**Overages**”.
4. Indicate location, condition and other pertinent information about the equipment/property in column 14.

b. Instruction: Form 41A (Blank Form)

1. Use blank Form 41 to record all items **FOUND AT STATION** which are not included in the SPMO-provided list. Enter these items in columns 1-5 and indicate if such items are any of the following:

- Donated but without Deed of Donation (DOD)
 - Donated with DOD but not reported to SPMO
 - Donated with DOD but without ARE
 - Fabricated without ARE
 - Transferred from other Constituent Units (CU) of UPD or other government agencies but without ARE
 - Newly acquired property without ARE; not yet reported to SPMO
 - Other pertinent information
2. Every page of the Inventory Report (Form 41A) must be signed individually by each member of the Inventory Committee and certified and countersigned by the Dean or Unit Head.
 3. Submit the signed Forms to SPMO for reconciliation not later than **January 15, 2008.**