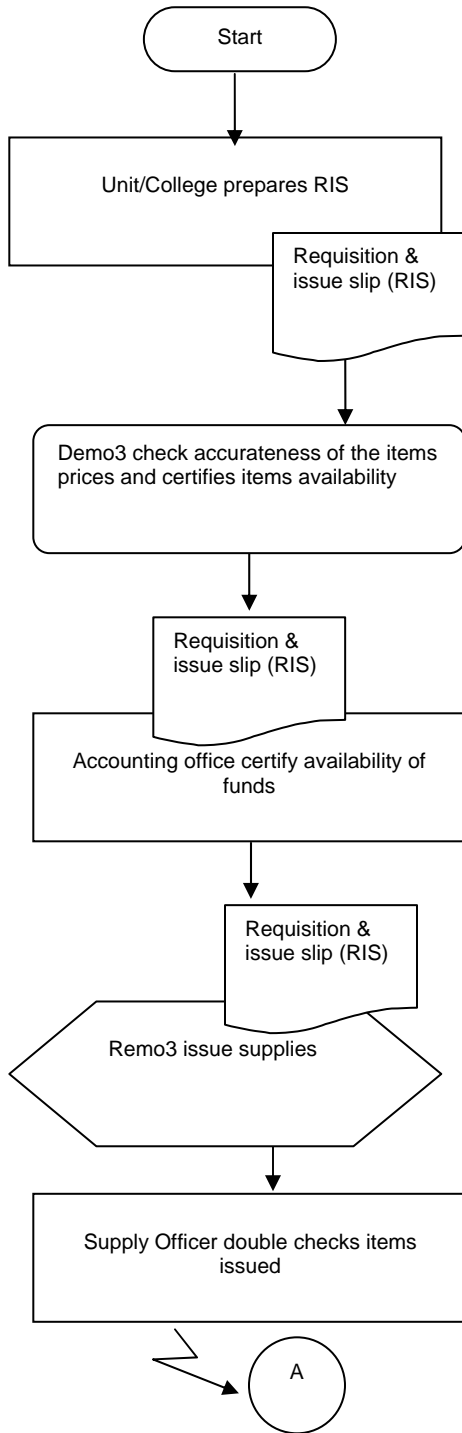


## SPMO CENTRAL STOREROOM FLOW CHART – ISSUANCE OF SUPPLIES

### Flow Process



### Procedure

1.1 The unit concerned prepares the Requisition & Issue Slip (RIS) enumerating the supplies/ items the unit shall requisition.

1.2 The Central Storeroom Demo3 check prices and certify items availability. Calculates and indicate unit cost in the RIS sheet. Certifies and returns to the requisitioner.

1.3 The Unit/college forwards RIS to Accounting office for confirmation of availability of funds.

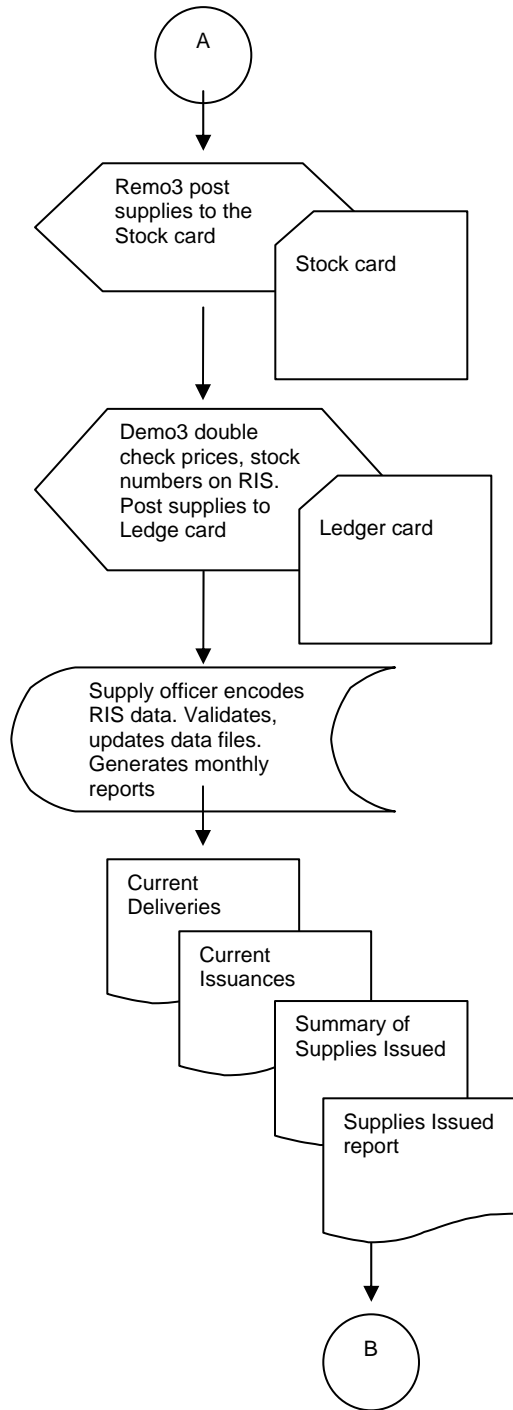
1.4 SPMO receives, records & forwards RIS to Storeroom.

1.5 The Central Storeroom Remo3 receives RIS and issue supplies.

1.6 The Central Storeroom Supply officer double checks items issued to the requisitioner. The requisitioner receives items and sign on the RIS.

## SPMO CENTRAL STOREROOM FLOW CHART – ISSUANCE OF SUPPLIES

### Flow Process



### Procedure

1.7 The Central Storeroom  
Remo3 post supplies issued to their corresponding Stock cards.

1.8 The Central Storeroom  
Demo3 double check prices, stock numbers and total reflected on RIS. Post supplies issued to supplies Ledger card.

1.9 The Central Storeroom Supply officer encodes RIS data to the Computerized Supply Management System. Validates, updates data files.

Generates Monthly reports

1. Current Deliveries
2. Current Issuances
3. Summary of Supplies and Materials Issued
4. Report of Supplies Issued according to Funds.
5. Paid by Official receipt report

# SPMO CENTRAL STOREROOM FLOW CHART – ISSUANCE OF SUPPLIES

