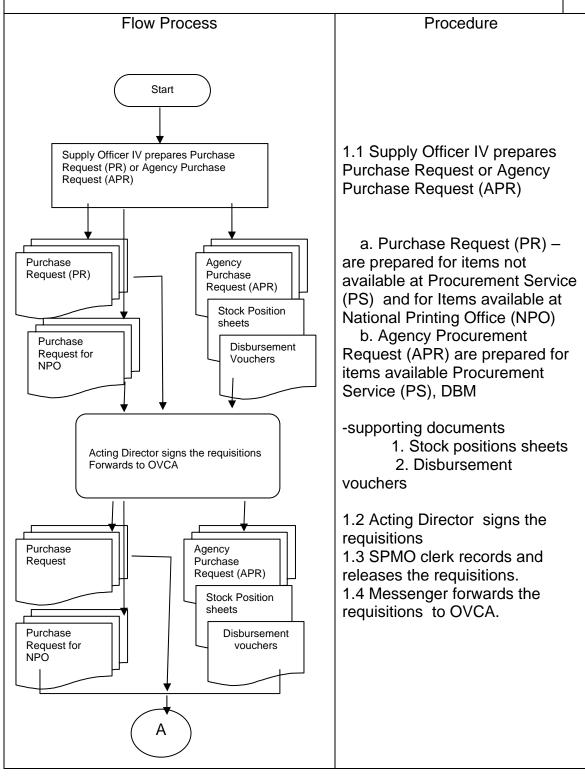
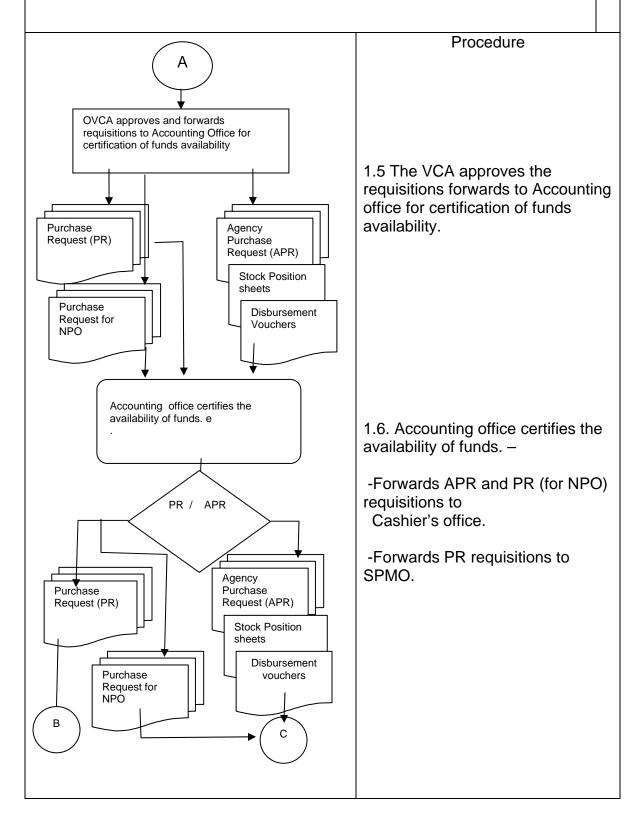
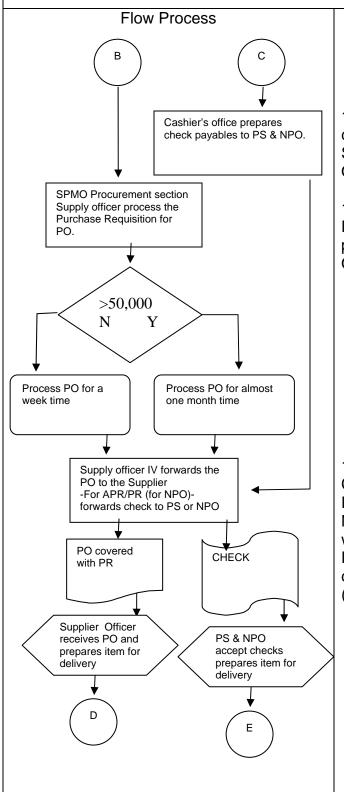
SPMO CENTRAL STOREROOM FLOW CHART – PROCUREMENT OF SUPPLIES



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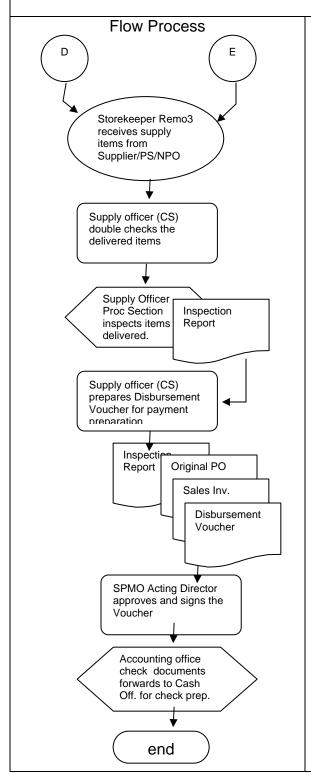
SPMO CENTRAL STOREROOM FLOW CHART – PROCUREMENT OF SUPPLIES



Procedure

- 1.7 Cashier's office prepares check's payable to Procurement Service (PS) & National Printing Office (NPO).
- 1.8 The Supply Officer of the Procurement section of the SPMO process the PR for Purchase Order.
 - one month processing period for supplies amounting to more than P50,000.
 - One week processing period for supplies less than P50,000.
- 1.9 Supply Officer IV of the Central Storeroom forwards the PO to the Supplier or to the National Printing Office(NPO) with a pay check For the APR requisition forwards check to the Procurement Service (PS).

SPMO CENTRAL STOREROOM FLOW CHART – PROCUREMENT OF SUPPLIES



Procedure

- 1.10 Storekeeper Remo3 receives supply items delivered by the Supplier /Procurement Service and the National Printing Office.
- 1.11 Supply officer of the Central Storeroom double check the correctness of the delivered items.
- 1.12 Supply Officer of the Procurement section inspects the supply items and renders Inspection Report.
- 1.13 Supply Officers of the Central Storeroom prepares Disbursement Voucher for payment of deliveries covered by Purchase Order.

With the attached supporting documents

- 1)Original PO
- 2) Inspection Reports.
- 1.14 Acting Director of the SPMO approves and signs Disbursement Voucher.
- 1.15 Accounting office checks and records documents. Send to Cash Office for check preparation.