1. Supply Officer IV prepares Purchase Request or Agency Purchase Request (APR)

   a. Purchase Request (PR) – are prepared for items not available at Procurement Service (PS) and for items available at National Printing Office (NPO)
   b. Agency Procurement Request (APR) are prepared for items available Procurement Service (PS), DBM

   - supporting documents
     1. Stock positions sheets
     2. Disbursement vouchers

2. Acting Director signs the requisitions

3. Messenger forwards the requisitions to OVCA
SPMO CENTRAL STOREROOM
FLOW CHART – PROCUREMENT OF SUPPLIES

Procedure

1.5 The VCA approves the requisitions forwards to Accounting office for certification of funds availability.

1.6. Accounting office certifies the availability of funds. –
-Forwards APR and PR (for NPO) requisitions to Cashier's office.
-Forwards PR requisitions to SPMO.
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).
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.