	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i> Receiving, Inspection and Storage of Supplies and Raw Materials	GP BAI-16 Rev. No.: 02 <i>January 31, 2018</i> Page: 1/6

1.0 Objective/s

- To guide supply officer/custodians in the proper way of receiving and storing supplies and equipment from suppliers to ensure that all materials are in good condition.

2.0 Scope

- This procedure covers all items activities starting from the delivery of items up to the preparation of voucher.

3.0 Definition of Terms


- RIS refers to Requisition and Issue Slip
- IAR refers to Inspection and Acceptance Report
- ICS refers to Inspection Custodian Slip
- PAR refers to Property Acknowledgement Report
- SI refers to Sales Invoice
- DR refers to Delivery Receipt
- PO refers to Purchase Order*
- DV refers to Disbursement Voucher*
- ORS refers to Obligation Request and Status*
- PR refers to Purchase Request*
- OR refers to Official Receipt*
- APP refers to Annual Procurement Plan*
- ICU refers to Internal Control Unit*

4.0 Records

- R-BAI-22 Disbursement Voucher File*
- R-BAI-29 Inspection and Acceptance Report File*
- R-BAI-34 Inventory Custodian Slip File*
- R-BAI-37 Logbook for Incoming Documents*
- R-BAI-38 Logbook for Outgoing Documents*
- R-BAI-62 Property Acknowledgement Receipt File*
- R-BAI-70 Requisition and Issue Slip (RIS) File*
- R-BAI-41 Monthly Inventory of Supplies/Materials File*
- R-BAI-94 Delivery Receipts/Sales Invoices File*

5.0 References

- ED OD-09 National Archives of the Philippines, Memocircular No. 1, s. 2009*
- ED OD-10 Government Accounting Manual (GAM)*
- ED VLD-11 MSDS/SDS*

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6.0 Process

A. RECEIVING, INSPECTION AND STORAGE OF SUPPLIES AND RAW MATERIALS

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Receive equipment and supplies</div>	Property Unit Staff	<ul style="list-style-type: none"> Goods/Units are delivered to the Property Unit, Along with a copy of Purchase Order (PO), Sales Invoice (SI) and Delivery Receipt (DR).
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Check items for assurance</div>	Property Unit Staff	<ul style="list-style-type: none"> Check the goods/items as to quantity and conformity with the specifications stated in the PO and SI. Staple sticky note as proof that the items were checked. End-user to check acceptability of delivered goods. Supplier to return PO, Signed SI & DR to Procurement Office
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Attach necessary documents</div>	Procurement Officer	<ul style="list-style-type: none"> Attach documents of the delivered goods to submit to the property unit.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare the attachments</div>	Property Staff	<ul style="list-style-type: none"> Prepare DV, IAR and ICS/PAR for the batch of goods received. Forward this to the Requesting personnel/concerned division and to the Inspection Committee. Provide copies as stated. <ul style="list-style-type: none"> ○ IAR – 4 copies ○ DV – 2 copies ○ ICS for goods below 15,000 – 2 copies ○ PAR for goods 15,000 and above – 2 copies
<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">A</div>		



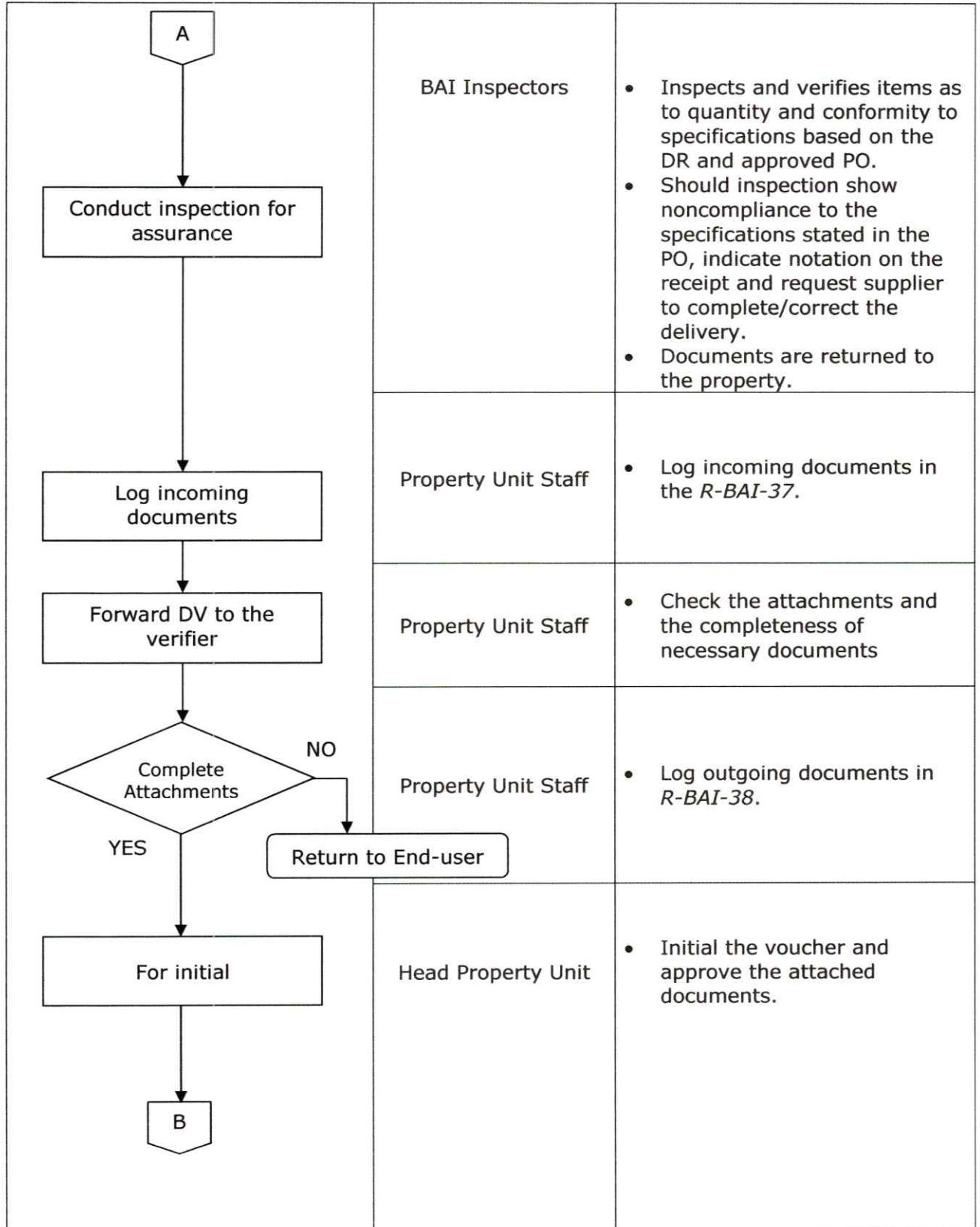
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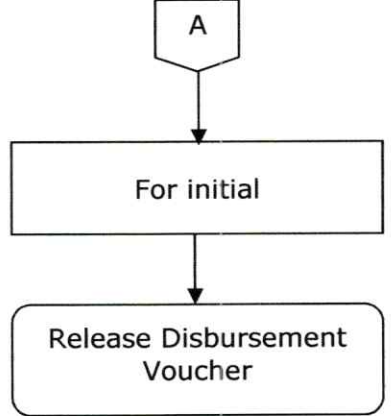
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	Property Unit Staff	<ul style="list-style-type: none"> File the DV in the R-BAI-22; ICS in the R-BAI-34; PAR in the R-BAI-62 of individual employees and IAR in the R-BAI-29 for record purposes.
	Property Unit Staff	<ul style="list-style-type: none"> Release DV for processing of payment to the Accounting Unit. Log outgoing documents in R-BAI-38.

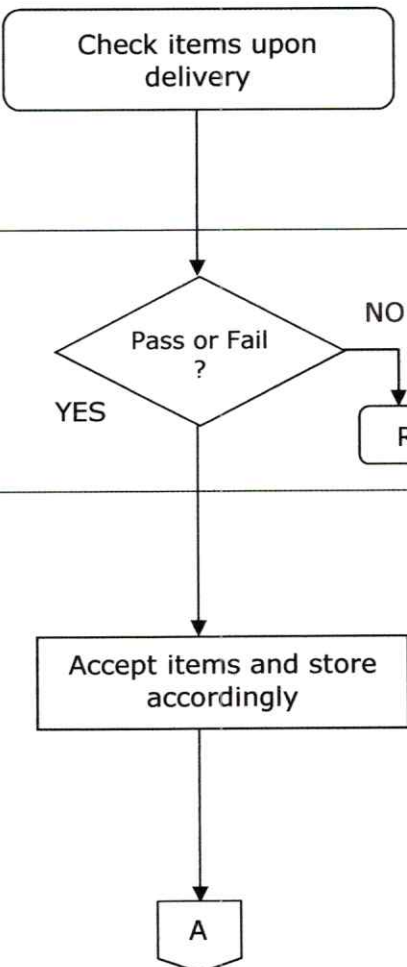
B. PROCESSING OF DISBURSEMENT VOUCHER (INTERNAL CUSTOMERS)


FLOW	RESPONSIBILITY	DETAILS
	Liaison Officer/Employee	<ul style="list-style-type: none"> Submit Disbursement Voucher (DV) to the Property Unit for processing with the supporting papers. A photocopy shall be reproduced for Property File.
	Property Unit Staff	<ul style="list-style-type: none"> Log incoming documents in the R-BAI-37.
	Property Unit Staff	<ul style="list-style-type: none"> Check attachments and the completeness of necessary documents. <ul style="list-style-type: none"> Obligation Request Status DV Official Receipt Purchase Request IAR APP
	Property Unit Staff	<ul style="list-style-type: none"> Log outgoing documents in R-BAI-38.

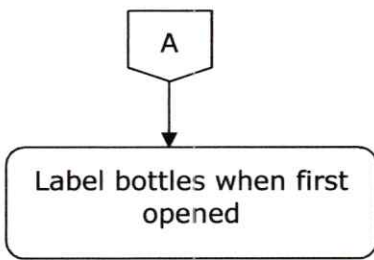
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	Head Property Unit	<ul style="list-style-type: none"> Initial the voucher and approve the attached documents.
	Property Unit Staff	<ul style="list-style-type: none"> Release DV for processing of payment to the Accounting Unit. Log outgoing documents in R-BAI-38.

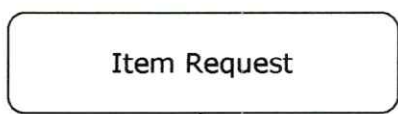
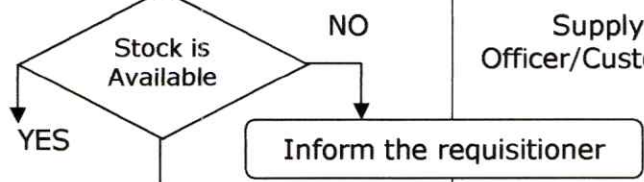
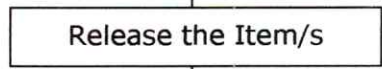
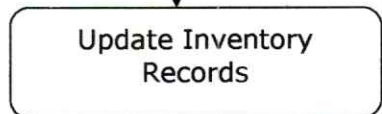
C. RECEIPT OF GOODS AND RAW MATERIALS BY END-USER/SUPPLY CUSTODIAN

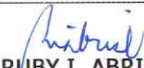
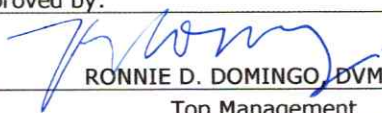
FLOW	RESPONSIBILITY	DETAILS
	End-user/Supply Officer/Custodian	<ul style="list-style-type: none"> Check if items conforms to specification stated in the PO Check quantity of items Check expiry date if any Check state of goods (packaging, temperature, etc.)
	End-user/Supply Officer/Custodian	<ul style="list-style-type: none"> Sign on the delivery receipt and sales invoice Record items delivered in inventory log book File copies of DR and SI in R-BAI-94
	Supply Officer/Custodian	<ul style="list-style-type: none"> Label all items according to: <ul style="list-style-type: none"> Date of receipt Quantity received Expiration Date (if any) Most of the items require room temperature for storing Some items may require refrigeration Store flammable items in separate area

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	Supply Officer/ Custodian	<ul style="list-style-type: none"> • Note date opened and sign • Use items according to "first in - first out basis" • Mark expired items for disposal
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D. Releasing and Inventory of Supplies/Materials

FLOW	RESPONSIBILITY	DETAILS
	End-user	<ul style="list-style-type: none"> • Fill-up Supplies/Materials withdrawal Slip GF BAI-106
	Supply Officer/ Custodian	<ul style="list-style-type: none"> • Check Stock Card GF BAI-132 if the item is available
	Supply Officer/ Custodian	<ul style="list-style-type: none"> • Sign acceptance in Withdrawal Slip GF BAI-106
	Supply Officer/ Custodian	<ul style="list-style-type: none"> • Update Stock Card GF BAI-106 • Update Monthly Inventory of Supplies/Materials File R-BAI-41

Prepared by:	Approved by:
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