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| 1. **PROCUREMENT** | | | | | |
| Acquisition of supplies, materials and equipment | | | | | |
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| **Office or Division:** | | Supply Office | | | |
| **Classification:** | | Simple | | | |
| **Type of Transaction:** | | Government to Business Entity, G2G - Government to Government | | | |
| **Who may Avail:** | | Faculty and Administrative Personnel | | | |
| **Checklist of Requirements** | | | | **Where to Secure** | |
| Doc. 1 – Purchase Request | | | | Supply Office | |
| Doc. 2 – Abstract of Quotation | | | | Bids and Awards Committee | |
| Doc. 3 – Purchase Order | | | | Supply Office | |
| Doc. 4 – Inspection and Acceptance Report | | | | Supply Office | |
| Doc. 5 – Pre Repair Inspection | | | | Supply Office | |
| **Client Steps** | **Agency Action** | | **Fees to be**  **Paid** | **Processing Time** | **Person**  **Responsible** |
| 1. Request for PR control numbers | 1. Receives approved purchase request signed by the Campus Executive Officer    * Provides PR control numbers and logs the purchase request    * Forwards the PR to the Budget Office after having seen to the completeness of   the required documents | | None | 10 minutes | Supply Officer, Admin Asst I |
| 2. Submit the signed Abstract of quotation, earmarked and approved purchase request | 2. Receives and reviews the signed abstract of quotation. earmarked and approved purchase  request. | | None | 10 minutes | Supply Officer, Admin Asst. II |
| -Prepares Purchase Order or Job Order provides control  numbers and logs the purchase order | | None | 45 minutes | Admin Asst. II |
| -Forwards the PO or Job Order to the Office of the  CEO | | None | 15 minutes | Admin Asst. II |
| -Receives approved job order or purchase order from  the Accounting Office | | None | 5 minutes | Procurement Officer, Admin Asst. I |
| -Serves approved job order or purchase order to  suppliers | | None | 20 minutes | Procurement Officer, Admin Asst. I |
| -Receives delivery of supplies, materials,  equipment from suppliers | | None | 15 minutes | Supply Officer, Property Custodian |

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|  | -Request for inspection and acceptance from the end-users and  inspection officer | None | 15 minutes | Supply Officer |
| 3. Receives supplies/ materials/ equipment | 3. Issues  supplies/materials/  equipment to end- users | None | 15 minutes | Admin Asst. II (Property Custodian) |
| -Prepares disbursement vouchers due to suppliers | None | 20 minutes | Supply Officer Admin Asst. II (Property Custodian) |
| -Forwards disbursement vouchers to  Accounting Office | None | 10 minutes | Admin Asst. II (Property Custodian) |
| **Total:** |  | **None** | **180 minutes** |  |