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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 purchaserequest. | None | 10 minutes | Supply Officer, Admin Asst. II  |
| -Prepares Purchase Order or Job Order provides controlnumbers and logs the purchase order | None | 45 minutes |  Admin Asst. II  |
| -Forwards the PO or Job Order to the Office of theCEO | None | 15 minutes | Admin Asst. II  |
| -Receives approved job order or purchase order fromthe Accounting Office | None | 5 minutes | Procurement Officer, Admin Asst. I  |
| -Serves approved job order or purchase order tosuppliers | 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 andinspection officer | None | 15 minutes | Supply Officer |
| 3. Receives supplies/ materials/ equipment | 3. Issuessupplies/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 toAccounting Office | None | 10 minutes | Admin Asst. II (Property Custodian) |
| **Total:** |  | **None** | **180 minutes** |  |