


Policy No:	ADM-POL-COMP-0006
Policy Title:	Policies for Requisition of Services, Supplies and Equipments
Implementation Procedure:	ACA-PROC-COMP-0002 Procedure for Requesting Services, Supplies and Equipments
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This details the provisions of the Colegio's annual budget preparation.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All Departments should have at least one of their computers installed with the online requisition system.</li> <li>• The Department Head should assign a staff who will encode and monitor the online requisition system.</li> <li>• All types of requests should be submitted through the Online Requisition System.</li> <li>• All online requests shall be reviewed by the Budget Clerk and Budget Officer.</li> <li>• No request shall be approved unless the department has the corresponding approved budget.</li> <li>• Corrections or revisions on submitted online requests can be made through the Budget Clerk of Budget Officer.</li> <li>• Only approved requests will be processed be forwarded to the Finance and Resources Department.</li> <li>• Requests for replacement and repair of fixed assets should be accompanied by a recommendation report from the Information Technology Center (ITC for computer related assets) and Auxiliary Services Office (for other office equipments).</li> <li>• Requests for food in seminars and other forms of activities should be accompanied with a project proposal approved by the Division Head or Rector and President.</li> </ul>
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 <hr/> Asst. Prof. Ariel de las Alas
Date of Approval	

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