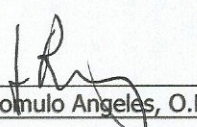


Policy No:	ADM-POL-FNR-0009
Policy Title:	Consignment Policies
Implementation Procedure:	ADM-PROC-FNR-0008 Consignment Procedure
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This details the Colegio's conditions in accepting consigned items.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Colegio accepts consigned goods upon approval of the Director for Finance and Resources and the Vice President for Financial Affairs.</li> <li>• The Bookstore, as directed by the Finance and Resources Director, is responsible for handling consigned items.</li> <li>• Payment to the consignor will be based on the quantity of goods sold.</li> <li>• A regular test count of inventory is conducted for all consigned items outside the regular monthly schedule.</li> <li>• A pre-count of goods on consignment will be conducted in order to ensure the accuracy of the inventory and to facilitate its withdrawal.</li> <li>• For consigned apparel, the consignor's monthly Sales Inventory Report also serves as an Inventory Count Sheet.</li> <li>• The Section Head of the Bookstore will be responsible for generating the overall Consignment Report.</li> <li>• The Finance and Resources Director shall review and approve all Overall Consignment Reports.</li> </ul>
Applicability:	Finance and Resources Department, Consignors
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Consignment Sales Inventory Report Overall Consignment Report
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	