


Procedure No:	ADM-PROC-FNR-0003
Procedure Title:	Procedure in Requesting for Office Supplies
Related Policy:	ADM-POL-FNR-0003 Requisition of Office Supplies
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates the requirements, approval and key persons involved in the requisition of office supplies.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The assigned employee posts their office's request for supplies through the Online Requisition System.</p> <p>Step 2. The Budget Section reviews the request made by the department. If the department has the budgetary allocation, the request is approved. Otherwise, the Department Head will be informed of the absence of budget.</p> <p>Step 3. The approved request is forwarded to the Comptroller and later to the Vice President for Financial Affairs, depending on the amount of the request as stated in the conditions of ADM-POL-FNR-0003.</p> <p>Step 4. Approved request shall be forwarded to the Purchasing Section of the Finance and Resources Office. Unapproved requests shall be explained to the respective Department Head.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.