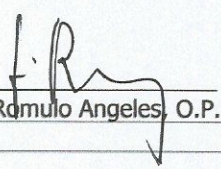


Procedure No:	ADM-PROC-FNR-0006
Procedure Title:	Merchandise Recording, Inventory and Transfer
Related Policy:	ADM-POL-FNR-0006 Merchandise Inventory Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates the receiving, recording, inventory, transfer, key persons and offices involved in accounting the merchandise purchased by the Colegio.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. After all the merchandise from the Bookstore are received, the Stock Clerk transfers the item to the respective Stock Room or Bodega.</p> <p>Step 2. The Stock Clerk records all merchandise in the POS System and forward all receipts, sales invoice and delivery receipts to the Section Head of the Bookstore for payment processing.</p> <p>Step 3. The Sales Clerk prepares the Merchandise Transfer Form to facilitate the movement of the goods to its respective selling area.</p> <p>Step 4. The Stock Clerk conducts physical inventory of all the merchandise distributed to per location. This step is also conducted on a quarterly basis for proper inventory.</p> <p>Step 5. The Stock Clerk forwards the results of the Merchandise Inventory Report to the Section Head of the Bookstore.</p> <p>Step 6. The Inventory Report is attached to the quarterly financial statement of the Bookstore.</p>
Procedure Approval Authority:	Finance and Resources Director
References:	Merchandise Inventory Report Merchandise Transfer Form
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Bro. Romulo Angeles, O.P.

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