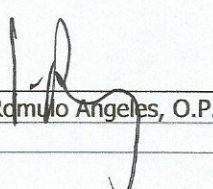


Procedure No:	ADM-PROC-FNR-0021
Procedure Title:	Linen Inventory Procedure
Related Policy:	ADM-POL-FNR-0022 Linen Management Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This identifies the persons and process involved in the management of linen in the Colegio's Dormitory.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The Reservation Clerk collects the bed linens from each room.</p> <p>Step 2. The Reservation Clerk prepares the Linen Inventory Sheet and examines the condition of every linen collected.</p> <p>Step 3. The Linen Inventory Sheet is submitted to the Dorm Administrator. In cases there are intentionally damaged linens, the resident or guest will be reported to the Dorm Administrator and corresponding charges will be made.</p> <p>Step 4. The Reservation Clerk distributes the new set of linen to each room.</p>
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	Linen Inventory Sheet
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.