	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURES</b>	
	<i>Document Name:</i> <b>Receiving, Inspection and Storage of Supplies and Raw Materials</b>	GP BAI-16 Rev. No.: 02 <i>January 31, 2018</i> Page: 1/6

### 1.0 Objective/s

- To guide supply officer/custodians in the proper way of receiving and storing supplies and equipment from suppliers to ensure that all materials are in good condition.

### 2.0 Scope

- This procedure covers all items activities starting from the delivery of items up to the preparation of voucher.

### 3.0 Definition of Terms


- RIS refers to Requisition and Issue Slip
- IAR refers to Inspection and Acceptance Report
- ICS refers to Inspection Custodian Slip
- PAR refers to Property Acknowledgement Report
- SI refers to Sales Invoice
- DR refers to Delivery Receipt
- PO refers to Purchase Order*
- DV refers to Disbursement Voucher*
- ORS refers to Obligation Request and Status*
- PR refers to Purchase Request*
- OR refers to Official Receipt*
- APP refers to Annual Procurement Plan*
- ICU refers to Internal Control Unit*

### 4.0 Records

- R-BAI-22 Disbursement Voucher File*
- R-BAI-29 Inspection and Acceptance Report File*
- R-BAI-34 Inventory Custodian Slip File*
- R-BAI-37 Logbook for Incoming Documents*
- R-BAI-38 Logbook for Outgoing Documents*
- R-BAI-62 Property Acknowledgement Receipt File*
- R-BAI-70 Requisition and Issue Slip (RIS) File*
- R-BAI-41 Monthly Inventory of Supplies/Materials File*
- R-BAI-94 Delivery Receipts/Sales Invoices File*

### 5.0 References

- ED OD-09 National Archives of the Philippines, Memocircular No. 1, s. 2009*
- ED OD-10 Government Accounting Manual (GAM)*
- ED VLD-11 MSDS/SDS*

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## 6.0 Process

### A. RECEIVING, INSPECTION AND STORAGE OF SUPPLIES AND RAW MATERIALS

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Receive equipment and supplies</div>	Property Unit Staff	<ul style="list-style-type: none"> <li>Goods/Units are delivered to the Property Unit, Along with a copy of Purchase Order (PO), Sales Invoice (SI) and Delivery Receipt (DR).</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Check items for assurance</div>	Property Unit Staff	<ul style="list-style-type: none"> <li>Check the goods/items as to quantity and conformity with the specifications stated in the PO and SI.</li> <li>Staple sticky note as proof that the items were checked.</li> <li>End-user to check acceptability of delivered goods.</li> <li>Supplier to return PO, Signed SI &amp; DR to Procurement Office</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Attach necessary documents</div>	Procurement Officer	<ul style="list-style-type: none"> <li>Attach documents of the delivered goods to submit to the property unit.</li> </ul>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare the attachments</div>	Property Staff	<ul style="list-style-type: none"> <li>Prepare DV, IAR and ICS/PAR for the batch of goods received.</li> <li>Forward this to the Requesting personnel/concerned division and to the Inspection Committee.</li> <li>Provide copies as stated.               <ul style="list-style-type: none"> <li>○ IAR – 4 copies</li> <li>○ DV – 2 copies</li> <li>○ ICS for goods below 15,000 – 2 copies</li> <li>○ PAR for goods 15,000 and above – 2 copies</li> </ul> </li> </ul>
<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">A</div>		



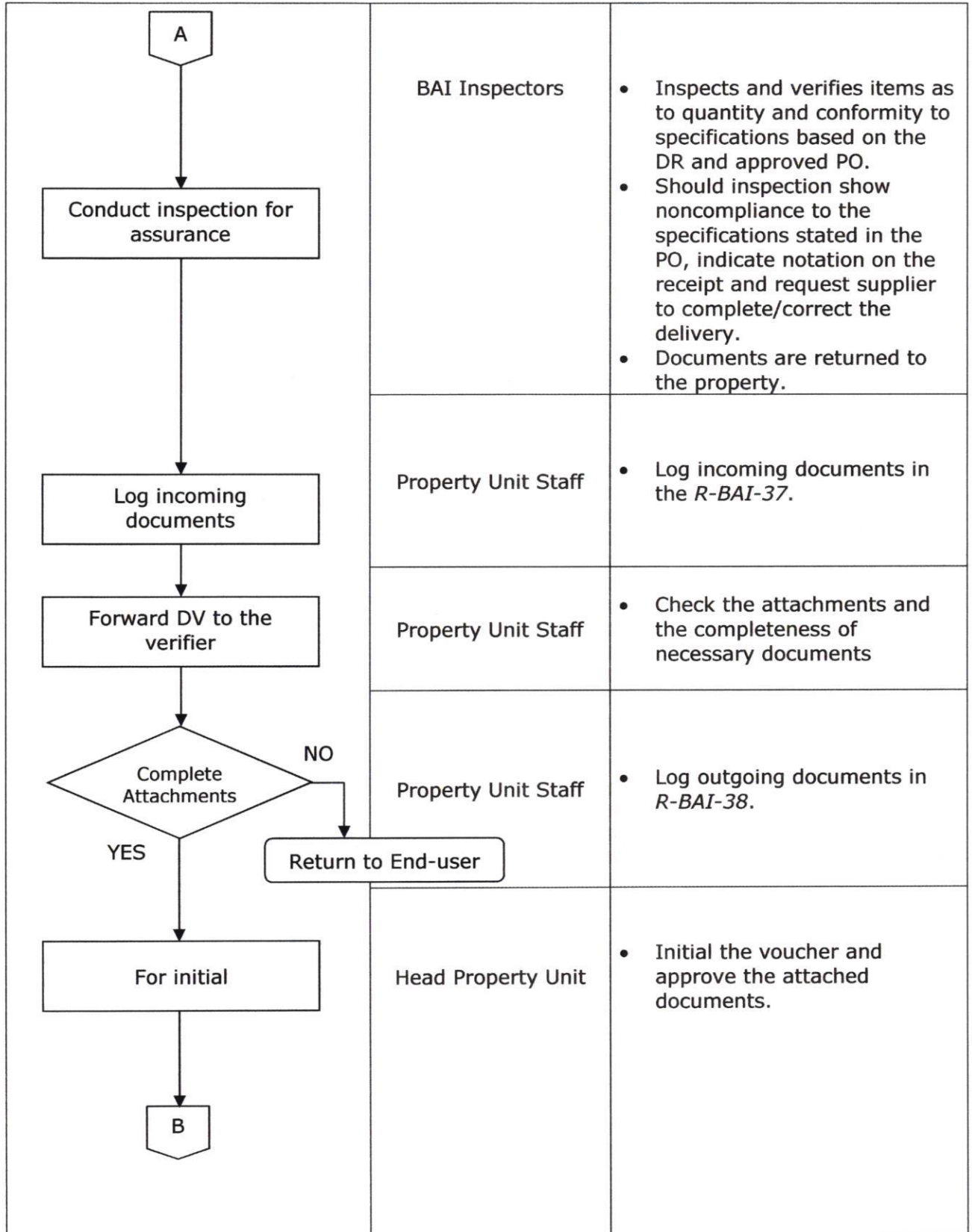
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Document Name:


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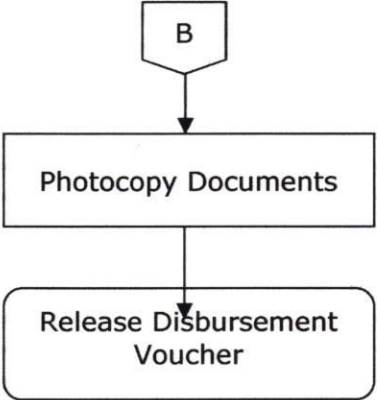
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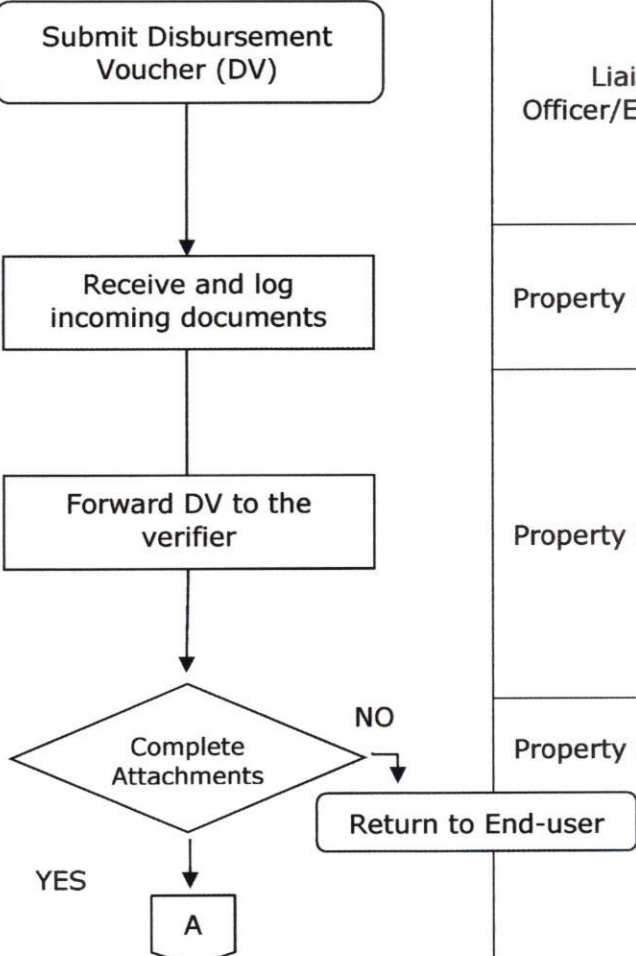





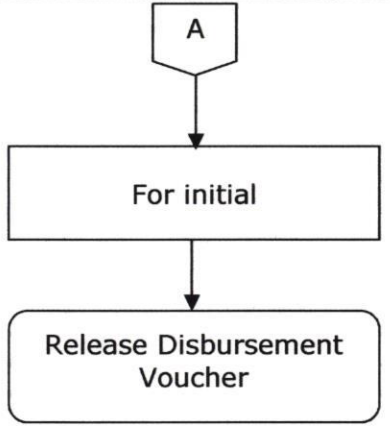
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	Property Unit Staff	<ul style="list-style-type: none"> <li>File the DV in the R-BAI-22; ICS in the R-BAI-34; PAR in the R-BAI-62 of individual employees and IAR in the R-BAI-29 for record purposes.</li> </ul>
	Property Unit Staff	<ul style="list-style-type: none"> <li>Release DV for processing of payment to the Accounting Unit.</li> <li>Log outgoing documents in R-BAI-38.</li> </ul>

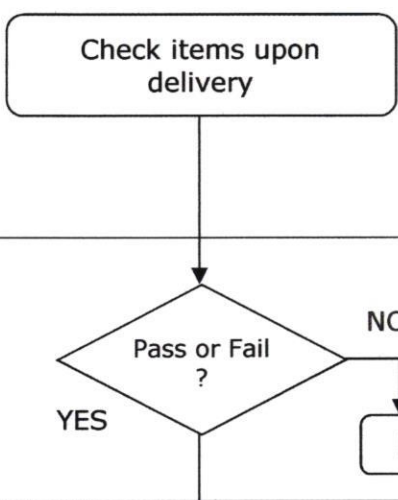
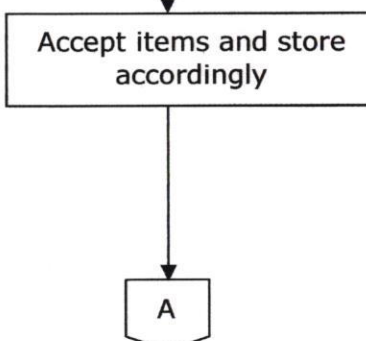
**B. PROCESSING OF DISBURSEMENT VOUCHER (INTERNAL CUSTOMERS)**


FLOW	RESPONSIBILITY	DETAILS
	Liaison Officer/Employee	<ul style="list-style-type: none"> <li>Submit Disbursement Voucher (DV) to the Property Unit for processing with the supporting papers. A photocopy shall be reproduced for Property File.</li> </ul>
	Property Unit Staff	<ul style="list-style-type: none"> <li>Log incoming documents in the R-BAI-37.</li> </ul>
	Property Unit Staff	<ul style="list-style-type: none"> <li>Check attachments and the completeness of necessary documents.               <ul style="list-style-type: none"> <li>○ Obligation Request Status</li> <li>○ DV</li> <li>○ Official Receipt</li> <li>○ Purchase Request</li> <li>○ IAR</li> <li>○ APP</li> </ul> </li> </ul>
	Property Unit Staff	<ul style="list-style-type: none"> <li>Log outgoing documents in R-BAI-38.</li> </ul>

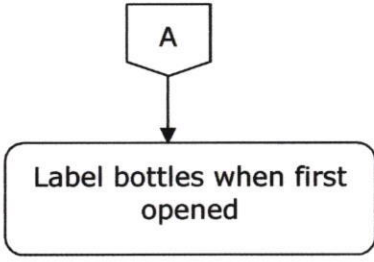
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	Head Property Unit	<ul style="list-style-type: none"> <li>Initial the voucher and approve the attached documents.</li> </ul>
	Property Unit Staff	<ul style="list-style-type: none"> <li>Release DV for processing of payment to the Accounting Unit.</li> <li>Log outgoing documents in R-BAI-38.</li> </ul>

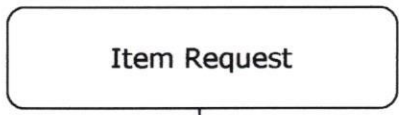
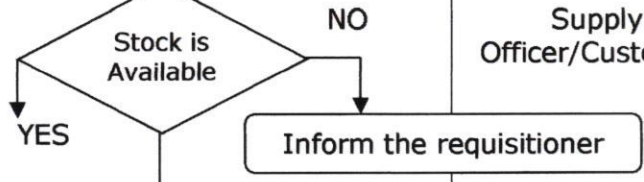
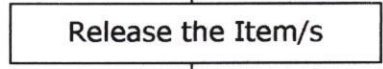
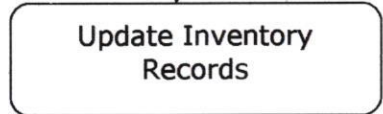
**C. RECEIPT OF GOODS AND RAW MATERIALS BY END-USER/SUPPLY CUSTODIAN**

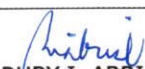

FLOW	RESPONSIBILITY	DETAILS
	End-user/Supply Officer/Custodian	<ul style="list-style-type: none"> <li>Check if items conforms to specification stated in the PO</li> <li>Check quantity of items</li> <li>Check expiry date if any</li> <li>Check state of goods (packaging, temperature, etc.)</li> </ul>
	Supply Officer/Custodian	<ul style="list-style-type: none"> <li>Sign on the delivery receipt and sales invoice</li> <li>Record items delivered in inventory log book</li> <li>File copies of DR and SI in R-BAI-94</li> </ul>
	Supply Officer/Custodian	<ul style="list-style-type: none"> <li>Label all items according to:               <ul style="list-style-type: none"> <li>Date of receipt</li> <li>Quantity received</li> <li>Expiration Date (if any)</li> </ul> </li> <li>Most of the items require room temperature for storing</li> <li>Some items may require refrigeration</li> <li>Store flammable items in separate area</li> </ul>

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	Supply Officer/ Custodian	<ul style="list-style-type: none"> <li>Note date opened and sign</li> <li>Use items according to "first in - first out basis"</li> <li>Mark expired items for disposal</li> </ul>
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#### D. Releasing and Inventory of Supplies/Materials

FLOW	RESPONSIBILITY	DETAILS
	End-user	<ul style="list-style-type: none"> <li>Fill-up Supplies/Materials withdrawal Slip GF BAI-106</li> </ul>
	Supply Officer/ Custodian	<ul style="list-style-type: none"> <li>Check Stock Card GF BAI-132 if the item is available</li> </ul>
	Supply Officer/ Custodian	<ul style="list-style-type: none"> <li>Sign acceptance in Withdrawal Slip GF BAI-106</li> </ul>
	Supply Officer/ Custodian	<ul style="list-style-type: none"> <li>Update Stock Card GF BAI-106</li> <li>Update Monthly Inventory of Supplies/Materials File R-BAI-41</li> </ul>

Prepared by:	Approved by:
 RUBY I. ABRIOI Supply Officer	 RONNIE D. DOMINGO, DVM, MSc Top Management