



ACCOUNTING DEPARTMENT

Internal Services

10. INSPECTION OF SUPPLIES & EQUIPMENT PURCHASED					
Inspection of Supplies and Equipment purchased is part of the pre-audit function of Accounting to determine whether the items conform to requirements in terms of quantity and description of the items					
Office or Division:		BRANCH ACCOUNTING & PROPERTY DIVISION (BAPD)			
Classification:		Simple/Complex/Higly Technical			
Type of Transaction:					
Who may avail:		Individuals/GSD			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Request for inspection, if applicable			Requesting party		
Contract or their equivalent (if any)			Requesting party		
Official Receipt/Sales Invoice/Delivery Receipt (1 original copy)			Supplier/Store/Establishment		
Item purchased			Supplier/Store/Establishment		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present the OR/Sales Invoice/ Contract or the item purchased	1.1 Check the documents as to completeness and authenticity	None	1 hour to 3 days	Property and Inventory Section
		1.2 Proceed to delivery site and conduct inspection and testing procedures, if applicable	None		
		1.3 Individual item is checked for conformity to every requirement stated in the specifications indicated in the OR, Sales Invoice or Contract	None		
		1.4 Audit Personnel marked the item with the Date, Inspected by and Subject to. The "subject to" determines if the item is under Inventory Custodian Slip (ICS), Property Acknowledgement Receipt (PAR) or Requisition & Issuance Slip (RIS)	None		
TOTAL			None	1 hour to 3 days	