



21. Issuance of Material & Office Supplies

To issue Supplies and Equipment in good condition and to its respective end-users.

Office or Division:	Administrative Services Department			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Head request for material/office supplies.	1. The Property/Supply Officer prepares Requisition and Issue Slip (RIS).	None	10 minutes	Supply Officer
2. None	2. Check stocks for the availability of materials/ office supplies, if stocks are depleted, prepare Purchase Requisition (PR).	None	10 minutes	Supply Officer
3. Receive the Supplies and Materials from Storekeeper.	3. Issue Office supplies and Materials to its respective end-users supported by the Requisition and Issuance Slip (RIS).	None	10 minutes	Store Keeper
4. None	4. The Property/Supply Officer prepares Inspection and Inventory Report of Material/Office Supplies to be submitted to the accounting to reconcile with the ledger.	None	10 minutes	Store Keeper
Total:		None	40 minutes	