



## 22. Receipt of Deliveries of Inventory

Recruitment of new employees requested by the different departments.

<b>Office or Division:</b>		Administrative Services Department		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B - Government to Business		
<b>Who may avail:</b>		All Business Entities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Deliver the items.	1. Receive items delivered based on Sales Invoice and Delivery Receipt.	None	1 hour	Property/Supply Officer
2. None	2. The Property/Supply Office check the received items if the delivered items conformed to the purchase order and in good condition.	None	10 minutes	Property/Supply Officer
3. None	3. Prepare the Inspection and Acceptance Report.	None	10 minutes	Property/Supply Officer
4. None	4. Records all deliveries/issuance for proper inventory.	None	10 minutes	Property/Supply Officer
<b>Total:</b>		None	1 hour and 20 minutes	