 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-88-P02
	Effective Date:	03-31-2022
	Document Type:	Policy
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	Department/Section:	Warehouse Section
	Document Title:	<b>RECEIVING AND SAFEKEEPING OF STOCKS AND FIXED ASSETS</b>

**PURPOSE:**

1. To ensure that the prices, specifications, descriptions, and quantities of the items received are consistent with those specified in the purchase order.
2. To ensure the safety of the stocks and fixed assets.

**LEVEL:**

Inventory Planning and Control Supervisor, Goods Receipt Encoder, Fixed Asset Controller, Warehouse Staff, Requesting Department, Engineering Department, IT

**DEFINITION OF TERMS:**

**Purchase Order** – It is a document bearing the item/s requested in detailed specifications (i.e., description, quantity, unit price) signed by the approving authority.


**Fixed Assets**- items procured by the hospital which are meant for long-term use and are subject to inventory. These items are not supposed to stay in the bodega/warehouse for more than a day.

**Near-Expiry Items**- are drugs, medical/hospital/office supplies that are bound to expire in less than a year.

**POLICY:**

1. The prices, quantities, descriptions, and specifications of the items delivered should be consistent with those specified in the Purchase Order.
2. The sales invoice and delivery receipts should reflect the correct quantity, descriptions, specifications, and prices of the items, as specified in the Purchase Order.



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3. The Warehouse Staff should not receive the items which are not stated in the PO, nor should he receive items which are damaged, substandard, and near expiry.
4. The Goods Receipts Encoder should be able to accomplish the Delivery and Receiving Entries within five days, and should immediately forward the same including copies of Sales Invoice and Purchase Order to the Accounting Department.
5. The stocks/fixed asset must be first placed in the bodega right after delivery.
6. The fixed asset should be delivered to the requesting department on the same day that it was delivered to the Logistics Division.

**DOCUMENTATION:**

Revised Policy

**DISSEMINATION:**

Communicator Bulletin

Weekly Management Meeting



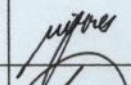
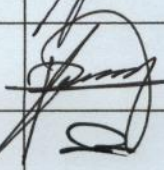
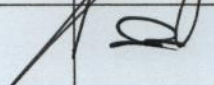
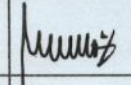
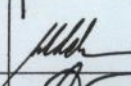




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Department/Section:	Warehouse Section
Document Title:	<b>RECEIVING AND SAFEKEEPING OF STOCKS AND FIXED ASSETS</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. THERESA S. FLORES</b> Inventory Planning & Control Supervisor		3-21-2022
	<b>RALPH G. CORDOVA</b> Warehouse Supervisor		3-31-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		3-31-2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		3/1/22

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		Document Title:	<b>RECEIVING AND SAFEKEEPING OF STOCKS AND FIXED ASSETS</b>

**PURPOSE:**

1. To ensure that the prices, specifications, descriptions, and quantities of the items received are consistent with those specified in the purchase order.
2. To ensure the safety of the stocks and fixed assets.

**SCOPE:**

Applies to all Warehouse Section personnel of Dr. Pablo O. Torre Memorial Hospital

**PERSON RESPONSIBLE:**


Inventory Planning and Control Supervisor, Goods Receipt Encoder, Fixed Asset Controller, Warehouse Staff, Requesting Department, Engineering, IT

**PROCEDURE:**

**RECEIVING OF SUPPLIES**

1. Upon delivery, the Warehouse Staff checks if the supplier/sales agent has the PO corresponding to the said delivery. If the supplier/agent was not able to bring his PO, the Warehouse Staff gets the PO from the Purchaser.
2. Warehouse Staff then checks the quantity, quality, specifications, prices of the items delivered against the PO, and delivery receipt and sales invoice.
3. Warehouse Staff receives the items which conform to the quantity, quality, specifications, and prices stipulated in the PO. He refuses to receive the items which are not stated in the PO, or which do not conform to the quality, specifications, and prices stated in the said document.
4. The Warehouse Staff makes a notation on the sales invoice and delivery receipt if there are items to be returned upon delivery (RUD). He ensures that the supplier affixes his initials beside the notation.




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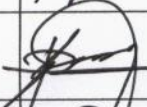
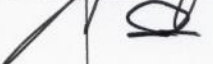


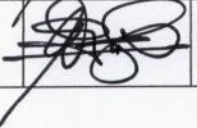
5. The Warehouse Staff then forwards the sales invoice and delivery receipt to the Good Receipts Encoder.
6. The Warehouse staff keeps the newly-delivered items in the warehouse right away.

### RECEIVING OF ASSETS

1. Fixed Asset Controller informs the Inventory Planning, and Control Supervisor of the arrival of the assets.
2. Inventory Planning and Control Supervisor ensures the delivery of the asset to the requesting department, with the presence of the (supplier's) technician. The Inventory Planning and Control Supervisor refuses the delivery of the asset if the said technician is not present).
3. Requesting department calls Engineering/I.T. to assist in the installation of the asset by the supplier's technician.
4. Requesting department and Engineering/I.T. evaluate the working condition and specification of the asset.
5. Fixed Asset Controller affixes his/her signature to the original invoice and delivery receipt.
6. Fixed Asset Controller prepares Certificate of Purchased Asset to be signed by the Requesting department and Engineering/I.T.
7. Fixed Asset Controller photocopies the original invoice and delivery receipt and forwards the original copies to the Good Receipts Encoder.
8. Fixed Asset Controller prints the asset sticker.
9. Fixed Asset Controller places the sticker on the asset.
10. Fixed Asset Controller logs the asset.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. THERESA S. FLORES</b> Inventory Planning & Control Supervisor		3.21.2022
	<b>RALPH G. CORDOVA</b> Warehouse Supervisor		3-31-2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		03-31-2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22



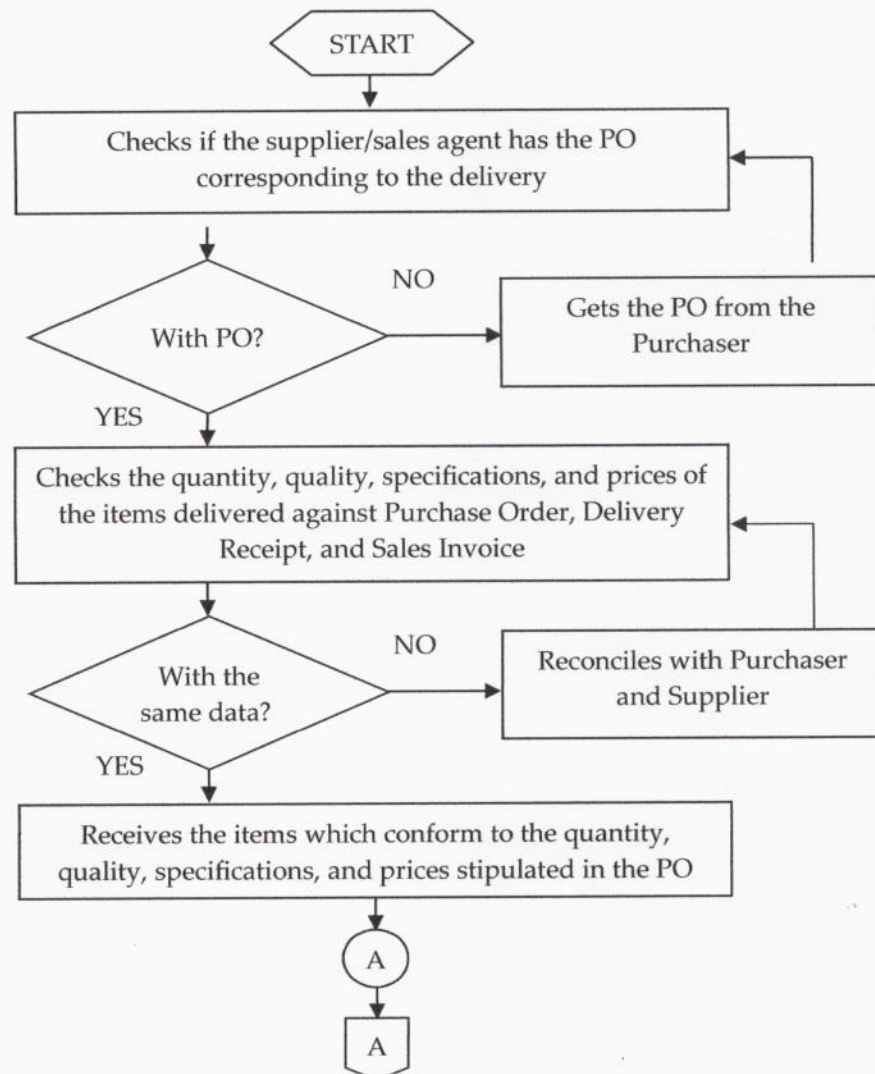
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## FLOWCHART

### RECEIVING OF STOCKS

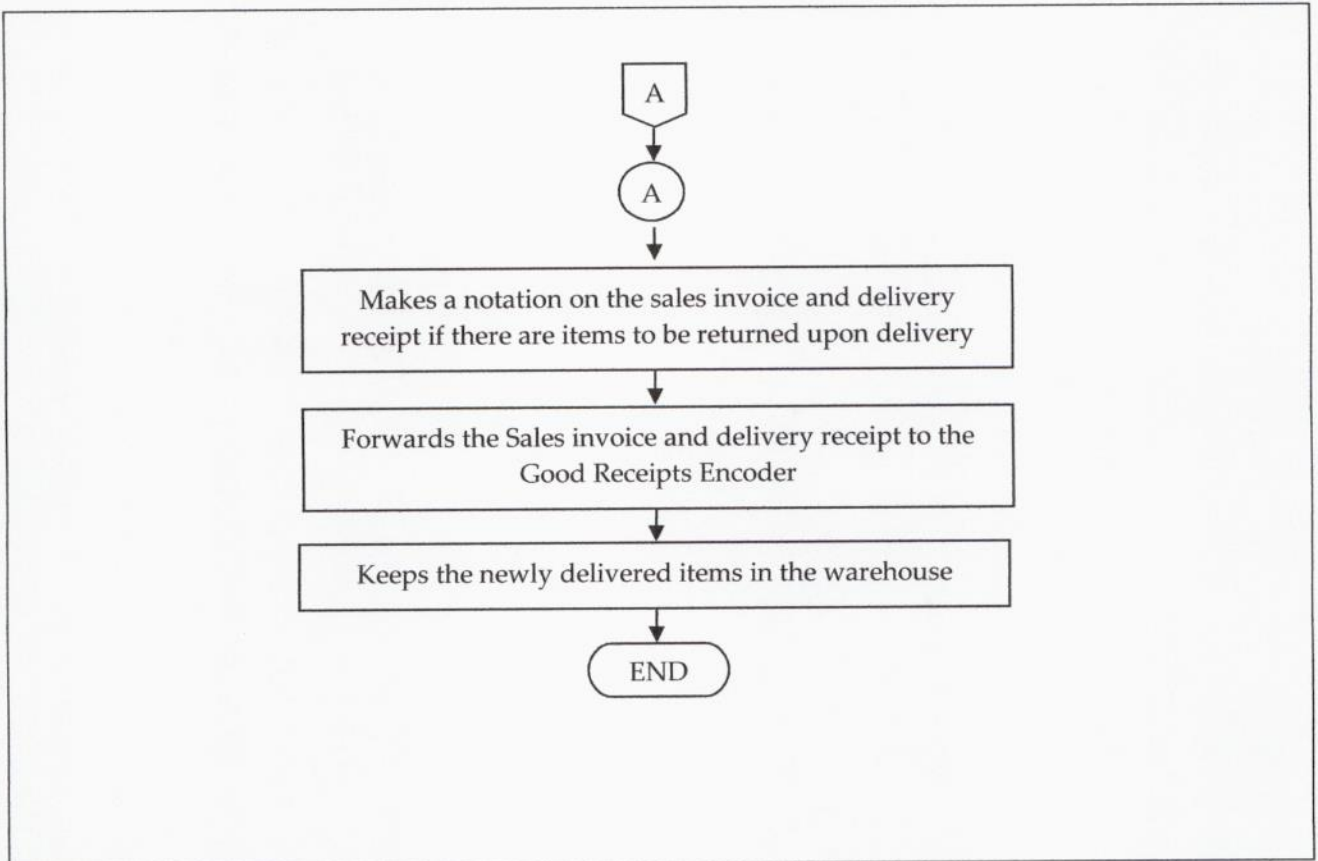




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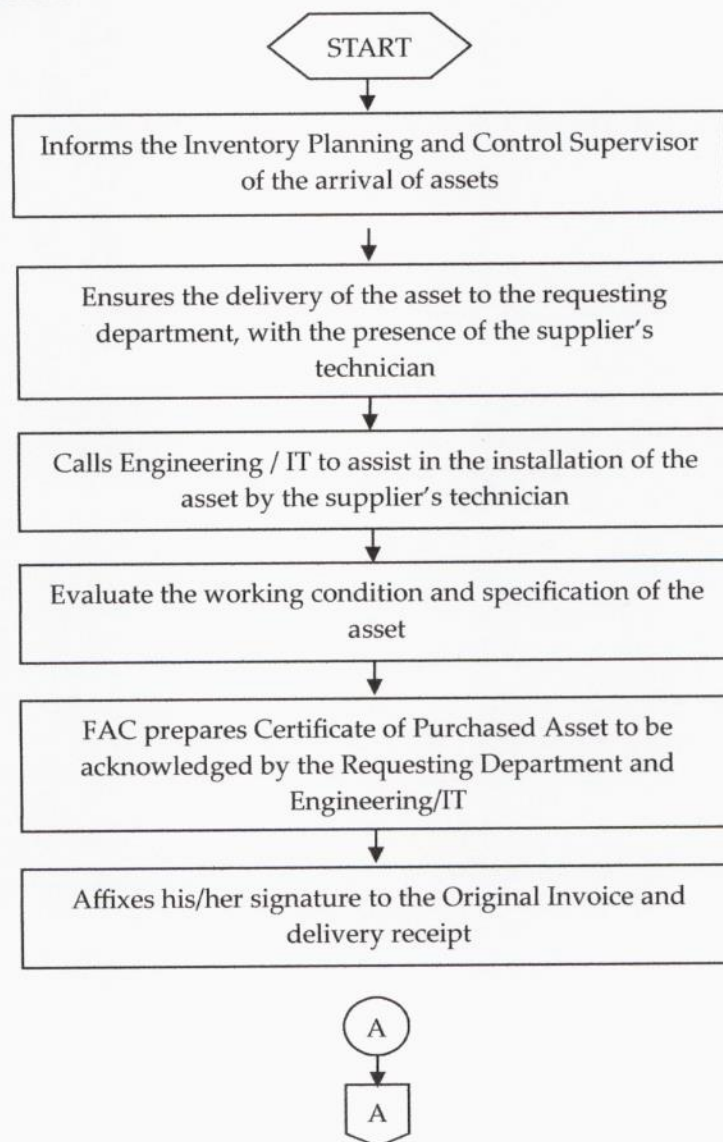
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## FLOWCHART

### RECEIVING OF ASSETS

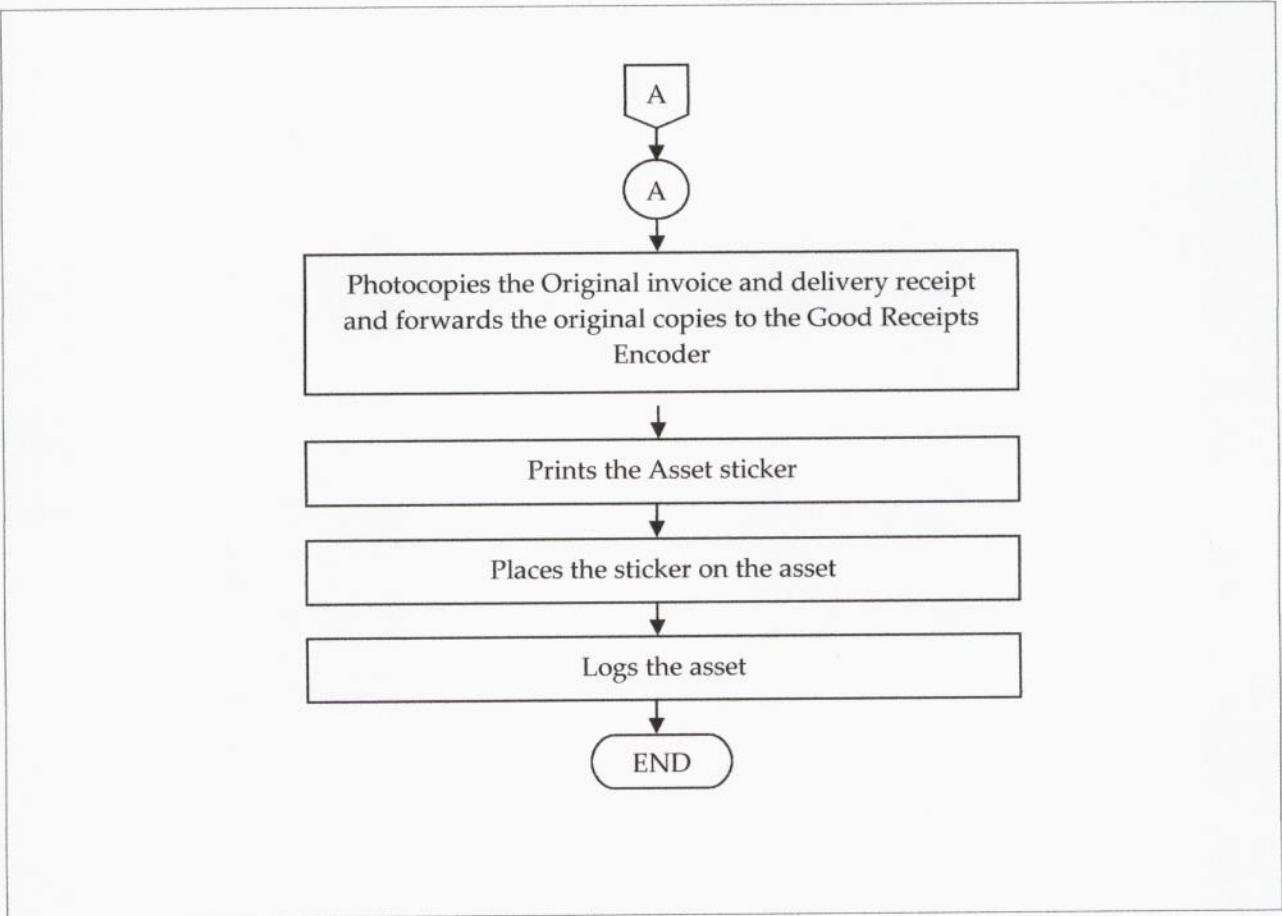





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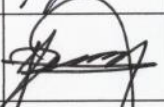




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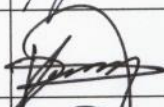
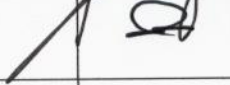


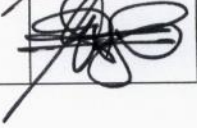
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**APPROVAL:**


	Name/Title	Signature	Date
Prepared by:	<b>MA. THERESA S. FLORES</b> Inventory Planning & Control Supervisor		3-31-2022
	<b>RALPH G. CORDOVA</b> Warehouse Supervisor		3-31-22
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		03-31-2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. THERESA S. FLORES</b> Inventory Planning & Control Supervisor		3/31/2022
	<b>RALPH G. CORDOVA</b> Warehouse Supervisor		3/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		03/31/2022
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KEY TASKS	PERSON RESPONSIBLE
<b>RECEIVING OF ITEMS</b>	
1. Checks if the supplier/sales agent has the PO corresponding to the delivery.	Warehouse Staff
2. Retrieves the PO from the Purchaser if the supplier/agent was not able to bring his PO	Warehouse Staff
3. Checks the quantity, quality, specifications, and prices of the items delivered against the PO, and delivery receipt and sales invoice	Warehouse Staff
4. Receives the items which conform to the quantity, quality, specifications, and prices stipulated in the PO and refuses if otherwise.	Warehouse Staff
5. Makes a notation on the sales invoice and delivery receipt if there are items to be returned upon delivery (RUD); ensures that the supplier affixes his initials beside the notation.	Warehouse Staff
6. Forwards the sales invoice and delivery receipt to the Good Receipts Encoder	Warehouse Staff
7. Keeps the newly-delivered items in the warehouse right away	Warehouse Staff
<b>RECEIVING OF ASSETS</b>	
1. Informs the Inventory Planning, and Control Supervisor of the arrival of the assets	Fixed Asset Controller
2. Ensures the delivery of the asset to the requesting department, with the presence of the (supplier's) technician and refuses the delivery if the	Inventory Planning and Control Supervisor

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(supplier's) technician is not present	
3. Calls Engineering/I.T. to assist in the installation of the asset by the supplier's technician	Requesting Department
4. Evaluates the working condition and specification of the asset	Requesting department and Engineering/I.T
5. Affixes his/her signature to the original invoice and delivery receipt	Fixed Asset Controller
6. Photocopies the original invoice and delivery receipt and forwards the original copies to the Good Receipts Encoder	Fixed Asset Controller
7. Prints the asset sticker	Fixed Asset Controller
8. Places the sticker on the asset	Fixed Asset Controller
9. Logs the asset	Fixed Asset Controller