



**Business Operations Department  
POLICIES and PROCEDURES  
MANUAL**

Revision No.  
**001**

**TITLE  
REQUEST FOR OFFICE SUPPLIES, FURNITURES AND  
EQUIPMENTS**

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02/22/2019

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Prepared by:  
*[Signature]*  
Goco, Ma. Cofazon Rosalia L.  
Business Operations Manager

Date Prepared  
01/08/2019

Reviewed by:  
*[Signature]* 2-14-19  
Labanda, Joel.  
Head-HR and Admin

Date Reviewed:  
02/14/2019

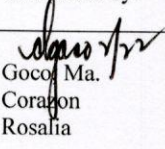
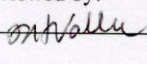

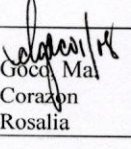
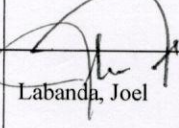

Accepted By:  
*[Signature]* on behalf of  
RTY/ LGTA/ GPM/ EAS/ MFV/ DJC  
*[Signature]*  
JCS/ DAP/ RDLMA/ SOR/ MCC/  
*[Signature]* 2-26-2019 gm  
RBO/ JLL/ RNM/ RDCE/ EDC

Approved by:  
*[Signature]*  
Montalbo, Reynaldo Jr. B.  
President- Alliedbankers Insurance Corp.

Date Approved:  
**11 mar 2019**



**Revision History**

Revision No	Date	Description of Changes	Completed by:	Reviewed by:	Approved by:
1	02/22/2019	Per MFV, policy #8 needs to be highlighted to allow for emergency replenishment Amend # 1& 4 of G.3 "Procedure on "Requesting for Office Furnitures and Equipments" to lowest bidder and offering the best features and quality Amend G.4 Procedures to change lowest bidder to chosen vendor	 Goco Ma. Corazon Rosalia	 Valles, Lina	 Montalbo, Reynaldo B. Jr.
0	01/08/2019	Initial Release	 Goco Ma. Corazon Rosalia	 Labanda, Joel	 Montalbo, Reynaldo B. Jr.

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**A. Process Description**

This document will cover the following areas when requesting for office supplies from HR and Admin Department (HRAD).

- a) requisition schedule
- b) supplies that could be requested
- c) release of supplies
- d) request for replenishment of supplies and follow-up of un-served office supply requisitions
- e) procurement of office equipments ( i.e. computer, laptop, monitor, printer ) and furnitures (tables, chairs, filing cabinets)

**B. Scope**

The document will only cover the policies on requesting office supplies, equipments and furnitures.

## C. Policy Statements

### C.1. General Policies

The following will be the governing policies of ABIC when requesting for office supplies, equipments and furnitures:

1. Existing and new officers and staff of ABIC are entitled to request for office supplies to ensure that the day to day operations of the company run smoothly.
2. The following basic office supplies can be requested from HR and Admin Department:
  - a) printer paper
  - b) envelopes
  - c) letterhead
  - d) folders
  - e) stapler
  - f) staple wires
  - g) staple remover
  - h) scissor
  - i) paper clips
  - j) hi-lighter
  - k) ball pens
  - l) toner or print cartridges.
  - m) rubber band
  - n) other office supplies that may be required in the performance of the duties
3. Aside from requesting basic office supplies, ABIC officers and staff may request for office equipments and office furnitures due to work exigencies.
4. It is the responsibility of the department head of newly hired employees to coordinate with the HR head to ensure that the new employee will have a working station with chair, table, computer, and pedestal for him to carry out the work he was hired for.
5. Each department will appoint its designated office supplies point person, who will be in charge of requesting the supplies for its team and distributing them to each requester.
6. The empty shells and containers (for ball pens, marking pen) boxes (for paper clips, staple wire, rubber bans), cartridges (for toner) are required to be surrendered to HR before the requested supplies can be released.
7. Departmental requests for office supplies shall be done once a month, every 5<sup>th</sup> of the month no later than 10:00AM. If the 5<sup>th</sup> of the month falls on a weekend or a holiday, the requests should be made on the last working day prior to the 5<sup>th</sup>.
- \*8. Non-scheduled requests will be allowed only for new hires and for emergency replenishment of supplies that were depleted before the 5<sup>th</sup> of the month (i.e. toner, print cartridge, policy jacket)**
9. All office supplies requisition form will be approved by the Department Head before it is submitted to HRAD.
10. All office supplies released to the employee are for business use only and should not be removed from the office for non-business use.



11. Non-consumable supplies (i.e. stapler, stapler remover, and scissor) will be considered as accountable of the requesting employee and will be surrendered to HRAD upon separation from ABIC.
12. Approval for the purchase of office equipments and office furnitures must be obtained from the immediate supervisor and the President before placing an order.
13. HRAD will be in charge of the following:
  - a) receiving all approved requests for office supplies, equipments and furnitures
  - b) canvassing for non-IT related office equipment's (i.e. aircon) and office furnitures and selecting the vendor/merchant, from which the office equipment and office furniture will be sourced.
  - c) turning over the approved request for IT –related office equipments to the appropriate unit for its canvassing and vendor/merchant selection, from which the items will be sourced
  - d) preparation of the Purchase Order for Finance Department's sign-off
  - e) sending of the signed-off Purchase Order to the supplier/vendor for the formal placement of order
  - f) monitoring of delivery of ordered items
  - g) release of supplies, ordered items to requesters
  - h) maintenance and tracking of supplies inventory level
14. IT will be in charge of canvassing for IT related office equipments and accessories. (PC, laptop, printer, monitor etc.) and selecting the vendor/merchant from which the office equipment will be sourced.
15. The processing, canvassing, selection of the vendor/merchant and ordering of office equipments and furnitures will start once the request form is approved by the President.
16. Finance Department will be in charge of the following:
  - a) ascertain the availability of funds for the approved purchase
  - b) sign-off on the Purchase Order document in connection with the approved requisition request
  - c) check preparation and release of payment to supplier/vendor
17. The Purchase Order form will only be considered valid if it contains a specific requisition number. The convention will be YYYYMMDD + number of request. The following documents should be attached to the PO for it to be signed off:
  - a) approved Request form
  - b) quotation sheet from the lowest bidder
18. All follow-ups for unserved requisitions will be escalated to the HRAD thru the CRM module of the ABIC system.

**D. Systems, Applications and Tools: NA**

**E. Definition of Terms:**

**Office Supplies**

Materials that are consumed within an office setting during normal business operations.

**Office Equipments**

A long-term asset account reported on the balance sheet under the heading of property, plant, and equipment. Included in this account would be copiers, computers, printers, fax machines, etc.

**Office Furnitures**

Furnishings that is free standing and does not require installation with component parts. Examples are desks, chairs, file cabinets, tables, lounge seating, and computer desks.

**Requisition**

An official order laying claim to the use of property or materials.

**Procurement**

Procurement is the process of finding, agreeing terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process.

**Purchase Order document**

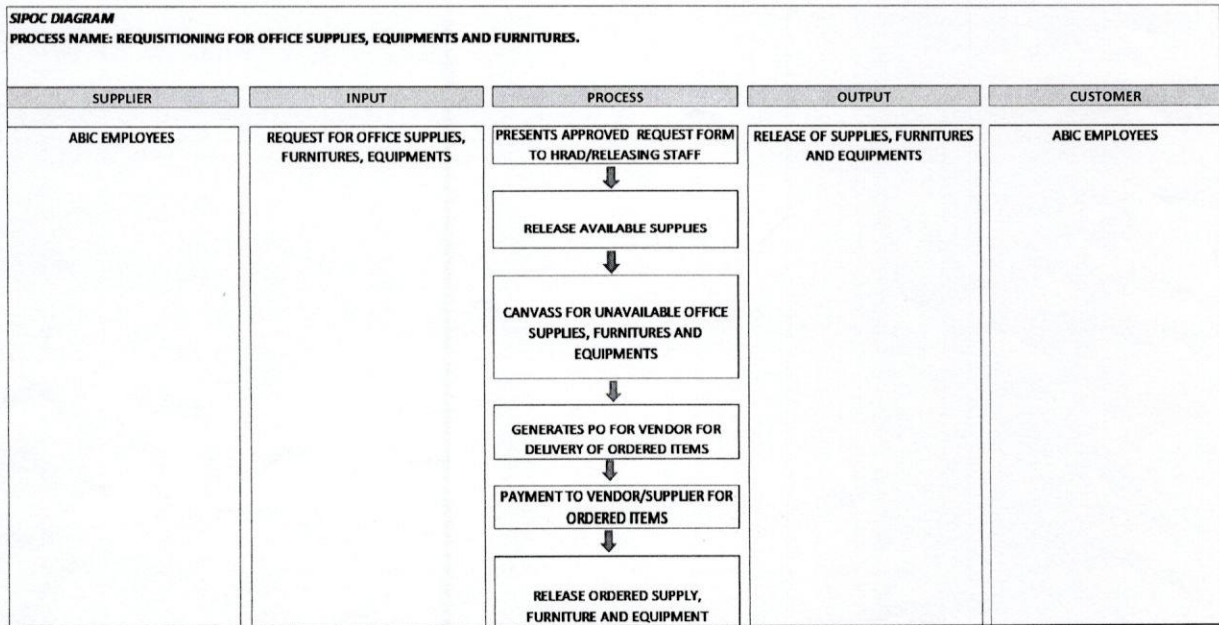
A purchase order (PO) is a commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers.

## F. Process Map

### F.1 SIPOC Diagram

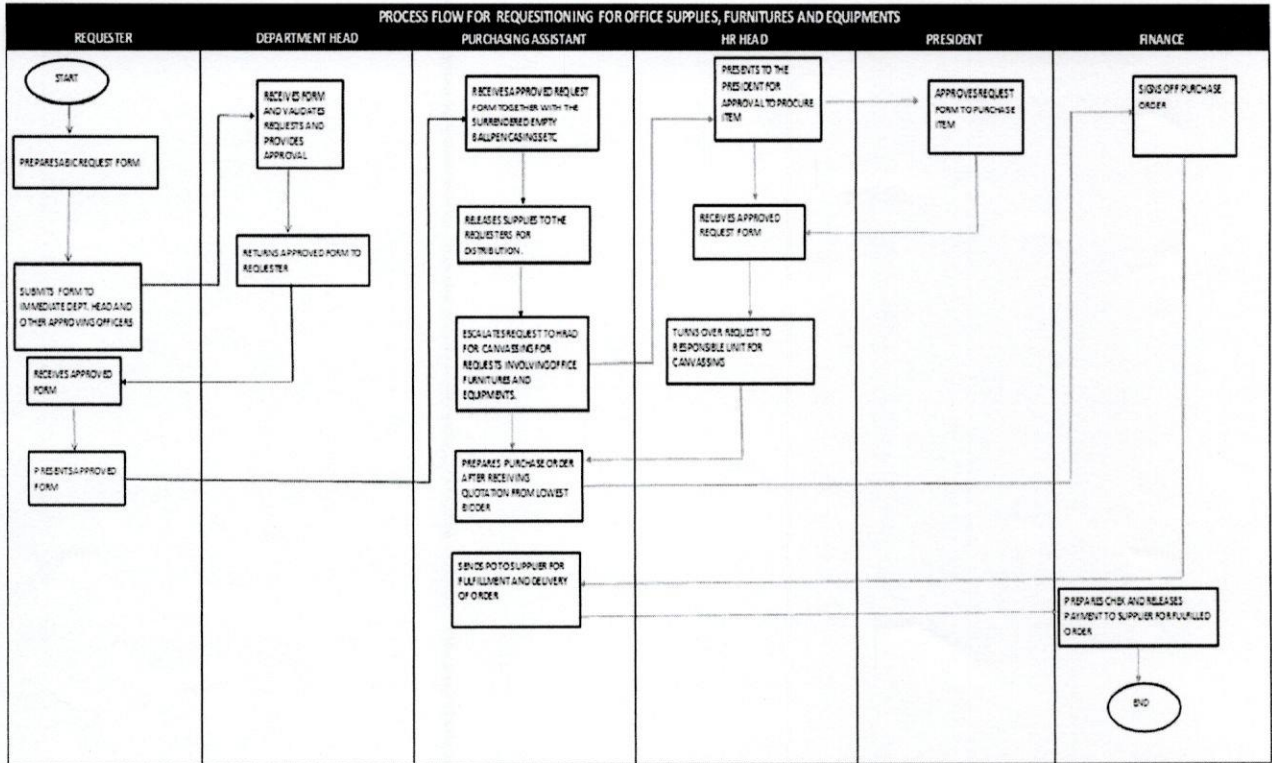
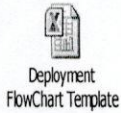


SIPOC Diagram





## F.2 Deployment Flowchart



## G. Procedures

### G.1 Requesting for Office Supplies

1. Designated supplies point person of unit/department gathers the requests and fills up the request form and submits it to the purchasing assistant every 5th of the month.
2. Secures the department head approval before submitting the form to the purchasing assistant.
3. Submits the approved form together with the empty ball pen casing, paper clip boxes etc. to the purchasing assistant no later than 10:00AM

### G.2. Processing of the Requested Office Supplies

#### A. Available Supplies

1. Purchasing assistant receives the approved request form
2. Checks the inventory record to determine if requested office supply is available
3. fills up the request form to record the "status" (served or pending) of the requested supplies
4. Serves/ releases the requested office supplies to the department supplies point person for distribution to its team members
5. Records the released office supply to track the remaining inventory and to determine if replenishment/re-order from supplier needs to be done.



**B. Non-Available Supplies**

1. Purchasing assistant fills up the submitted request form to update the status of the requested supply- if it is not available, therefore it is a pending request that needs to be fulfilled
2. Informs supply point person on request/s that could not yet be fulfilled due to unavailability
3. Canvass from at least three (3) suppliers to determine the lowest bidder

**G.3. Requesting for Office Furnitures and Equipments**

1. Purchasing Assistant forwards the form to HRAD head for the approval of the request for office furniture and equipments.
2. Secures the approval of the President
3. Provides a copy of the approved form to the responsible unit for canvassing from at least 3 suppliers.
4. *Determines the lowest bidder offering the best quality and features from which the item will be ordered.*

**G.4. Preparation of Purchase Order**

1. Purchasing Assistant prepares the Purchase Order for the unavailable supply, approved office furnitures and equipments for the *chosen vendor* indicating the Requisition number.
2. Attaches to the Purchase Order form, the approved request form by the President and the copy of the quotation of the *chosen vendor*.
3. Forwards all the documents to the Finance Department for the sign-off of the Purchase Order
4. Sends the signed Purchase Order to the vendor to formally place the order for the item/supply

**G.5. Monitoring of Delivery of Purchased Items**

1. Purchasing Assistant monitors the delivery of the ordered items based on agreed delivery date between ABIC and the vendor
2. Receives ordered supplies, office furnitures and equipments
3. Records incoming supplies to add to existing inventory
4. Updates the requisition form to record the status of the requested supply that was previously unavailable.
5. Serves/ releases the requested office supplies, furniture/equipment to the requester
5. Records the released office furniture and equipment as part of the accountable/s of the requesting employee and should be cleared with HRAD upon separation with company

**G.6. Request for Payment and Release of Check to Supplier**


1. Purchasing Assistant forwards the original Purchase Order to Finance Department once the item/s have been delivered together with the Official Receipt for the check preparation.
2. Purchasing Assistant retains "pink" copy of the Purchase Order form for binding and year end requirement of the BIR.
3. Finance Department will give the check voucher to Accounting Department for them to fill up and complete the details and prepare the check.
4. Finance Department releases check to supplier/vendor based on agreed payment term.



APPENDIX

I. Forms & Templates

A. ABIC Supplies Request Form

 <b>ALLIEDBANKERS INSURANCE CORPORATION</b> <small>A member of The Lacer Tan Group of Companies</small>		17th Flr. Federal Tower Bldg., Dasmariñas St. cor Muelle de Binondo Binondo Manila, Philippines (632)245.2886 Trunkline (632) 241.2549 Fax	
<b>ABIC SUPPLIES REQUEST FORM</b>		<b>RF#-20190213-001</b>	
Requester's Name:			
Group/ Dept. / Unit:			
Date of Request:			
Date Needed:			
Requested Items	Classification	Volume	Status
STAPLER	office supply	1	
STAPLE WIRE	office supply	4 boxes	
PAPER CLIP	office supply	4 boxes	
HIGHLIGHTER	office supply	3 pcs.	
PENCIL	office supply	1 pc.	
STAPLE REMOVER	office supply	2 pcs.	
Note:			
Requested by:		Approved by:	
Request Received by Purchasing Assistant: Name & Signature		Date:	
Details of Canvassed Item :	Suppliers:	Quoted Prices:	
Recommendation/Justification for Purchase:	Prepared by:	Approved by: (President of ABIC)	
Supplies Delivered to Employee: Name & Signature	Date:		



**B. ABIC Purchase Order Form**



**ALLIEDBANKERS INSURANCE CORP.**

17th Flr. Federal Tower, Dasmariñas Street cor.  
Muelle de Binondo, Binondo Manila  
VAT Reg. TIN: 001-695-489-000

NO. 00549

**PURCHASE ORDER**

Date: January 25, 2019

To: Romeo V. Austria Trading

TIN:

Address:

Requisition Number	Quantity	Unit	ARTICLES	Unit Price	AMOUNT
8/18/18 1,300	10 Pcs		TONER CE285A - Marvi, Grace, Eileen Printer	P 1,300.00	P 13,000.00
					P 13,000.00

1. One copy each of invoice must be forwarded with the goods.
2. Indicate our Requisition and P.O. number in your invoice and Delivery Receipt.
3. Please submit immediately to our Office:
  - a. 2 copies of your invoice.
  - b. Our original Purchase Order
4. All goods must be new, unless otherwise specified.

**ACCEPTED:**

.....

(Date of acceptance or receipt)

*[Signature]*  
RWFINA T. YEA  
Authorized Signature/s

ALLIEDBANKERS INSURANCE CORP. (INCORPORATED IN THE PHILIPPINES)  
17th Floor, Federal Tower, Dasmariñas Street cor. Muelle de Binondo, Binondo Manila  
VAT Reg. TIN: 001-695-489-000  
Date Issued: December 26, 2013

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES  
THIS PURCHASE ORDER SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP



## II. Deployment Flowchart

