



20. PROCESSING OF PURCHASE REQUEST (PR) / AGENCY PROCUREMENT REQUEST (APR) / REQUISITION ISSUE SLIP (RIS)

Purchase Requests are made by different Offices and Departments to procure items needed in their day to day operations. It has to be evaluated first by the GSD-Central Warehouse Management Division whether the items are available or not available on stocks or if listed or not listed in the PS-DBM's supplies and equipment catalogue. The processing of the Purchase requests will be based on the result of the evaluation whether all items are to be procured through public bidding and/or other mode of procurement or in some instances, items which are available on stocks can be withdrawn through funded RIS.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Transacting Offices/Dept. of Q.C. Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Purchase Request (1 original copy and 3 photocopies)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Purchase Request (PR) / Agency Procurement Request (APR) / Requisition Issue Slip	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. None	2.1. Reviews / Evaluates as to Non-Availability from Central Stock/ DBM Catalogue 2.2. Forwards the same to Asst. Division Chief for review / initial	None	5 minutes	Staff / Chief, Storage Section / Assistant Division Chief - CWMD



	2.3. OIC-CWMD signs the certification as to availability or non-availability of the items listed in the Purchase Request	None	5 minutes	Officer-In-Charge - CWMD
3. Receives PR / APR / RIS	3.1. Releases PR / APR / RIS to end-user/s	None	5 minutes	Releasing Staff RMCD
	TOTAL	None	22 minutes	