



14. ISSUANCE OF COMMONLY USED SUPPLIES FROM CENTRALIZED STOCKING THRU FUNDED REQUISITION AND ISSUE SLIP (RIS)

The GSD-Central Warehouse was allocated with revolving fund to procure commonly used supplies and equipment from the PS-DBM. Issuances of these supplies and equipment to requesting offices and departments need to be supported with funded RIS to replenish the amount of items issued to allocate to another procurement of supplies and or equipment.

Office or Division:	CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Offices/Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Funded Requisition and Issue Slip (R.I.S.) (1 original copy and 3 photocopies)		End-user		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits funded Requisition Issue Slip (RIS)	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
2. None	2.1. Receives funded RIS and forwards the same to the OIC-CWMD 2.1.1. Refers to Chief, Storage and Processing Section	None	5 minutes	Staff / OIC CWMD
	2.2. Chief, Supplies and Storage Section prepares job order 2.2.1. CWMD Staff prepares all the requested items for issuance	None	10 ± minutes	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
3. Receives the requested goods	3.1. Issues goods to end-user	None	30 minutes	Staff SPS, CWMD
TOTAL		None	52 ± minutes	