



## **15. MONITORING OF ISSUANCES AND UTILIZATION OF SUPPLIES**

As provided under Vol. 1, Chapter 6, Section 8 of the Government Accounting Manual for LGU (The Accounting Policies), monthly submission of Report of Supplies and Materials Issued (RSMI) should be done every 5th day of the following month. This is to monitor the proper utilization of supplies issued to various offices and departments. This will also establish an effective inventory management system as part of the reconciliation process of accounting records.

<b>Office or Division:</b>	<b>CENTRAL WAREHOUSE MANAGEMENT DIVISION (CWMD)</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Quezon City Government Offices/Departments			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished and signed  1. Report of Supplies and Materials Issued (RSMI) 2. Requisition and Issue Slip 3. Copy of reference/s a. Purchase Order b. Agency Procurement Request		QC - Offices and Departments		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits duly accomplished RSMI and RIS (with supporting documents as references like PO, APR, etc.)	1.1 Receives, logs and forwards to CWMD	None	7 minutes	Receiving Staff Records Management and Control Division (RMCD)
	2.1. Receives accomplished RSMI, RIS (with supporting docs) and forwards the same to the OIC-CWMD	None	5 minutes	Staff / OIC CWMD



	<p>2.1.1. Refers to Acting Asst. Division Chief / Chief, Storage and Processing Section</p> <p>2.1.2 Chief, Storage and Processing Section gives instruction to evaluate the submitted documents</p>			
	<p>3.1 CWMD Staff evaluates the documents</p> <p>3.1.1 If no discrepancy - subject to consolidation</p> <p>3.1.2 With discrepancy - fprepares return letter to end-user</p>	None	5 ± days	Section Chief / Staff Supplies and Storage Section (SPS) CWMD
	<p>4.1. Consolidates RSML.</p> <p>4.1.1 Drafts endorsement letter (for approval of OIC-GSD)</p> <p>4.1.2 Finalized endorsement letter approved by the OIC-GSD</p> <p>4.1.3 Forwards endorsement letter to RMCD for release to City Accounting Department</p>	None	30 minutes	Staff SPS, CWMD / RMCD
	<b>TOTAL</b>	<b>None</b>	<b>52 ± minutes</b>	