


DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT



**KUC/13/ADMIN/STR/1**

<b>AUTHORIZATION:</b> All documented information (Quality Objectives, procedures, opportunities and risk register for Stores department are issued under the authority of:	
<b>MANAGEMENT REPRESENTATIVE</b>	
Signature:	
Date:	 2ND MAY, 2018
<b>PROCESS OWNER/HOD/DIVISIONAL HEAD</b>	
Signature:	
Date:	 12.5.2018

**SECTION A: QUALITY OBJECTIVES**

OBJECTIVE	ACTIVITIES	RESOURCES.	RESPONSIBILITY	TIME FRAME.	KEY PERFORMANCE INDICATORS.
Inspect all goods Received as per the purchase requirements.	-receiving goods as per specification in the lpo	- The lpo -a competent receiving team -stationery -invoice -delivery note -ETR for vatable items	Receiving team	30 min	Items received in a good state and of good quality
Ensure all storable items are available at all times by checking system balances daily.	-raising prfs	-computer -printer -approver	Stores clerk	Whenever you reach your re-order levels	Lack of stock-outs
Maintenance of up-to-date records	recording	-inward register -outward register -invoices to operations control -issuing register -purchase requisition register	Stores clerk/Hod stores	Daily routine	-have a place of reference
Ensure daily verification and passing of supplier bills to ensure prompt payment	Posting of documents	-invoice -delivery note -lpo -stationery -competent officers -printer	Stores clerk	Daily routine	-compliments -normal working procedures without disturbance

**DOCUMENT DETAILS**

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records
		Key performance Indicators
		Appendices
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3.	Section C: Opportunities	
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## **1.0 PROCEDURE FOR STORES INVENTORY MANAGEMENT**

Stores Management System procedure I is expected to;

- a) Clarify and authenticate any doubt on any aspect of operating stores.
- b) Act as a readily accessible form of complete records of all standing instructions.
- c) Facilitate uniform procedure to be implemented at all units of the institution. This enables personnel working in Stores to become accustomed to policies and procedures followed in the institution. This shall further simplify smooth inter-unit transfers since new entrants in the department can be taught, in least time, policies and procedures under which they are expected to act.
- d) Create easy method of comparing and evaluating the efficiency and performance of stores functions at various units of the institution, since they shall be operating on the same system.
- e) Help in rendering assistance in proper appraisal and supervision. It also defines each function of stores management.

## **3. SCOPE**

Covers the receipt of goods at the stores, through to dispatch and reception by user department. It also highlights the flow of documents and related paperwork from stores to Operations department.

## **4.0 REFERENCES**

Public Procurement and Assets Disposal Act, 2015

Public Procurement Regulation, 2006

Working standard Procedures

## 5.0 TERMS, ABBREVIATION AND DEFINITIONS

**Acceptance-** The legal act of documenting that the goods and/or services conform to the requirements of the purchase document terms and conditions.

**Acceptance Testing-** The act of testing what is purchased, either all items delivered, or the first item delivered or by random sampling of some or all items delivered.

**Act-** Public Procurement and Assets Disposal Act, 2015 & the Regulations, 2006.

**Credit Note-** A document raised to correct price overcharge

**CSO-** Chief Supplies Officer

**Debit Note-** A document raised to correct price undercharge.

**Disposal-** The divestiture of public assets by any means including sale, rental, lease, franchise, auction or any combination however classified, other than those regulated by any other written law.

**Disposal Committee-** This is a committee that is formed for the purpose of recommending the best method of disposing of unserviceable, obsolete or surplus stores or equipment. This method includes burying, destruction, dumping, etc.

**FC-** Financial Controller

**FIFO-** First In First Out

**GIR-** Goods Issued Register

**Goods-** Includes raw materials, things in liquid or gas form, electricity and services that are incidental to the supply of the goods.

**GOR-** Goods Outward for Replacement Register

**GRN-** Goods Received Note

**IAC-** Inspection and Acceptance Committee

**Inspection-** The act of examining goods that have been delivered to determine conformance to what was ordered via the purchase document. In

some cases, the acquisition may require specialized skills or expertise in examining the goods and services to determine conformance.

**Issuing**-Release of goods to the user

**KUC**-Kenya Utalii College

**LPO**-Local Purchase Order

**Material-handling equipment**-It is equipment that relate to the movement, storage, control and protection of materials, goods and products throughout the process of manufacturing, distribution, consumption and disposal. Material handling equipment is the mechanical equipment involved in the complete system.

**Purchase Requisition**-Document used to request for purchase of goods and services

**Receiving Team**-A team comprising of the officers from the following departments: User, Operations Control, Stores & Security Departments

**Reorder level**-This is the stock level at which replenishment of stocks is sought through raising purchase requisitions

**Receiving**- The act of taking possession of goods in order to stage them for inspection or place them into inventory.

**Services**-Means any object of procurement or disposal other than works and goods and includes professional, nonprofessional and commercial types of services as well as goods and works which incidental are to but not exceeding the value of those services.

**SRN**-Service Received Note

**Testing**-The act of determining whether what is purchased is in substantial accord with the contract and/or manufacturers published technical specification and performs at satisfactory level.

**User Department**-The final consumer/department who makes use of the item purchased.

## 6.0 RESPONSIBILITIES

The HOD has the overall responsibility or ensuring that inventory management procedure is implemented and maintained in respective store areas namely;

- a) **Dry Food store**-This is composed of the following subsections:  
Dry food stores, dairy stores and deep freezer.
- b) **General Stores**-This is composed of the following sections:  
Stationery and Cleaning Materials.
- c) **Maintenance Stores**-This is subdivided into the following sub stores: Electrical, Plumbing and Paints Store
- d) **Beverage Stores**-This is sub divided into the following: Soda and Beer, White and Red wine Stores.
- e) **Receiving Section**-This section deals with all non-storable inventory and services together with their accompanying documentation.

## 7.0 INPUTS

- 7.1 Competent personnel
- Updated computers
- Stationary for printing
- Local purchase orders
- Invoices for items delivered
- Delivery note of items
- Goods inward receiving book

## 8.0 METHODS

### 8.1 Receipt of Goods

**8.1.1** The storekeeper shall ensure that all goods in the store are inspected and accepted in presence of a Security officer, User department, Operations Control Officer and a technical person. The above officers shall write their name, date and time goods were received. Inventory shall be received against yellow copy of LPO from purchasing department.

Version 2: Revision 1, 04/2018

**8.1.2** The storekeeper shall record the details of goods received, the supplier and the receiving team in the Goods Inwards Register. The register shall include the time of delivery and brief reference of delivery documents.

**8.1.3** The ordered goods shall be delivered in the receiving bay at the main store. The verification of goods delivered shall be done by Inspection and Acceptance Committee/Receiving Team. The Committee shall confirm that specification and price of goods received conforms to the details in the order (LPO). If no specification is provided in the LPO, then samples to be compared with the goods delivered shall be availed by purchasing department.

**8.1.4** The storekeeper shall raise Discrepancy Notes to correct price over/or undercharge. If the discrepancy involves large amount, the supplier will be asked to provide a credit/or debit note. The details showing actual reason of raising a discrepancy note shall be recorded in the Discrepancy Register.

**8.1.5** The storekeeper shall also acknowledge receipt of the goods in the stores and stamp the delivery documents and immediately raise a Goods Received Note (GRN) after posting the Invoice in System. Thereafter a copy of the GRN plus original invoice and Delivery note shall be sent to Operations Department for facilitating payment.

**8.1.6 Receipt of consignments awaiting Installation, Commissioning and Testing**

**8.1.6.1** Where goods are received awaiting installation, commissioning and testing; the storekeeper shall indicate the following clause in the delivery note:  
" Goods Received awaiting Installation, Commissioning, Testing And Confirmation of Acceptance"

**8.1.6.2** The storekeeper shall then forward the following documents to Purchasing Department to facilitate the formation of Inspection & Acceptance Committee:

- i. Original Delivery Note
- ii. Yellow copy LPO

- iii. Original Invoice
- iv. Warranty Statement (If any)

**8.1.6.3** The storekeeper shall ensure that the following documents are forwarded to Operations Control for processing:

- i. Original Delivery Note
- ii. Yellow copy LPO
- iii. Original Invoice
- iv. GRN
- v. Inspection and Acceptance committee's Certificate & Report
- vi. Warranty Statement (If any)

**8.1.6.4** The storekeeper shall keep copies of the following documents:

- i. GRN
- ii. Inspection and Acceptance committee's Certificate & Report

### **8.1.7 Receipt of goods against cash sale from cash float to be reimbursed**

**8.1.7.1** The storekeeper shall ensure that goods are inspected and accepted in presence of a Security officer, User department, technical person and Operations Control Officer. The above team shall then sign and stamp the delivery documents.

**8.1.7.2** The storekeeper shall then post the cash sale in the system after voting by Operations Control.

**8.1.8** The time line for receiving goods and services shall be from 8.00 am to 5.00pm. Deviations from the above time frame shall be approved by the Management depending on the nature of goods and services.

## **8.2 Storage of Goods**

**8.2.1** The Storekeeper shall ensure storage for all categories of storable inventory in accordance with their size, nature and type.

**8.2.2** The storekeeper shall ensure that established stock levels for each storable commodity are maintained.

**8.2.3** The storekeeper shall ensure that inventory in the storehouse are labeled for easy identification.

**8.2.4** The storekeeper shall ensure stock-checking is done monthly to harmonize physical and system balances.

**8.2.5** For a new item to be considered storable, the user shall furnish storekeeper with a memo duly approved by the financial controller. The memo shall have clear specifications and quantity of items to be stored. Thereafter, the new item will be assigned a new code, in the system, by the storekeeper.

**8.2.6** The storekeeper shall ensure that housekeeping is done in the entire storehouse.

**8.2.7** Vegetables, fruits and Meat shall be considered as direct items and hence the Chef shall be responsible for the management of vegetable and meat store.

## **8.3 Stock Replenishment**

**8.3.1** The storekeeper shall raise Purchase Requisition, when stock items reach the reorder level, to facilitate stock replenishment.

**8.3.2** The storekeeper shall have a record of Purchase Requisition placed, clearly indicating the expected date and clear specifications of the item required. The register shall be updated when the item is delivered.

**8.3.3** At the point of receiving goods, the storekeeper shall ensure that specifications of stock items provided in the Purchase Requisition, yellow copy LPO and the actual goods received are in harmony.

## **8.4 Issuance of Inventory to the user**

**8.4.1** The storekeeper shall ensure strict observance of First in First out (FIFO) principle in every dispatch activity.

**8.4.2** The storekeeper shall ensure that stock items are issued following laid down procedures where all issue notes are duly signed by the user after verification of budgetary requirements by operations department.

**8.4.3** The storekeeper shall ensure that details of all inventory issued are recorded in the Goods Issued Register (GIR).

**8.4.4** The storekeeper shall provide the user with assigned copy of the issue note and retain the original for filing.

## **8.5 Issuance of Returnable Goods to Outlets (Eg. Empty bottles, crates, etc.)**

**8.5.1** For the storable item to be issued, the storekeeper shall raise an Issue note which shall then be signed by the User after goods are issued to her. The issuing procedure highlighted above in 7.4.1-7.4.4 shall also apply.

**8.5.2** The storekeeper shall highlight the details of crates and bottles issued in a separate book which shall be signed for by the User, both at the time of issuing and at the time of returning them back to Store.

**8.5.3** Incase goods are partially sold and the remaining ones has to be returned back to storehouse for stocking, the storekeeper shall ensure that goods are inspected and accepted in presence of a Security officer, User department and Operations Control Officer. The above team shall then sign and stamp the delivery documents and a record of the same shall be maintained.

**8.5.4** In case some goods like empty crates and bottles are broken or missing, the user department shall prepare a report to the storekeeper explaining the same. The storekeeper shall in turn inform the Financial Controller in writing in order to facilitate action against the user department to replace the broken or missing items.

## **8.6 Replacement of Faulty Goods (E.g. Cartridges)**

**8.5.1** The storekeeper shall receive a notification from purchasing department advising him on the intention to return the goods back to the supplier for replacement and citing the reasons for the same.

**8.5.2** The User department shall raise the Gate pass stating the specification and quantity of goods to be returned.

**8.5.3** The storekeeper shall notify the Financial Controller (FC) in writing on the intention to return the faulty goods back to the supplier for replacement and further advising him on the need to halt Supplier's payment until goods are replaced. The authority to release goods for replacement rests with FC.

**8.5.4** If FC approves the replacement, Storekeeper shall ensure that full details of goods to be returned back to the supplier are clearly recorded in the Goods Outward for Replacement Register (GOR).The GOR shall be signed by the supplier in the presence of the following witnesses:

- i. User department
- ii. Stores Department
- iii. Operations Control Department
- iv. Security Department
- v. Technical person, if need be.

The above witnesses shall also append their signatures on the GOR.

**8.5.5** When new goods (replacing the faulty ones) are delivered by the supplier, the storekeeper shall ensure that consignments are in harmony with the specifications in the yellow copy LPO. The goods delivered shall be accompanied by the Delivery note from the supplier clearly quoting the GOR reference number.

**8.5.6** The storekeeper shall ensure that copies of the following records are attached together and filed for future reference:

- i. Delivery Note(Bearing the GOR Number)

- ii. Yellow copy LPO
- iii. A copy of GOR

**8.5.7** After replacement, the Storekeeper shall inform the Financial Controller in writing that the replacement has been done and further seek his approval to process the documents for payment.

**8.5.8** After approval in 7.5.7 above, the storekeeper shall ensure that the following additional documents are forwarded to Operations Control to facilitate processing of payment:

- i. Original Delivery Note(Bearing the GOR Number)
- ii. Yellow copy LPO
- iii. A copy of GOR
- iv. Written Approval from FC authorizing processing of payment

## **8.6 Documentation and Posting**

### **8.6.1 Receiving of perishables**

**8.6.1.1** The storekeeper shall ensure that posting to the Material Control Program is done within 3 days from the date of receiving good and services.

**8.6.1.2** The storekeeper shall forward the following documents to Operations Control for processing payment:

- i. Original Delivery Note
- ii. Yellow copy LPO
- iii. Original Invoice
- iii. GRN

**8.6.1.3** The storekeeper shall ensure that every officer in the receiving team has indicated their name, signature, date and stamp in the following documents:

- i. Original Delivery Note
- ii. Original Invoice
- iii. Credit /Debit Note

### **8.6.2 Posting of Air-Ticket documents**

**8.6.2.1** The storekeeper shall ensure that the user has availed, signed and stamped Boarding passes.

**8.6.2.2** The storekeeper shall ensure that the user has authenticated the invoice by signing and indicating the word on it reading "Recommended For Payment".

**8.6.2.3** The storekeeper shall raise Service Received Note (SRN), attach it to the following documents and then forward them to Operations Control to facilitate payment to the supplier:

- i. Boarding Passes
- ii. Yellow copy LPO
- iii. Original Invoice

### **8.6.3 Posting of Repair-Work documents**

**8.6.3.1** The Storekeeper shall ensure that the following documents are available before raising a Service Received Note:

- i. Job Card (Endorsed and stamped by the User)
- ii. IAC Report and Certificate (to be dictated by the nature of work and value of the subject matter as per the provision in the Act.)
- iii. Original Delivery Note (Only for new parts or spares if they are to be fixed)
- iv. Yellow copy LPO
- v. Original Invoice

**8.6.3.2** The storekeeper shall ensure that the user has authenticated the invoice by signing and indicating the word on it reading "Recommended For Payment".

#### **8.6.4. Posting of Newspaper and Periodical documents**

**8.6.4.1** The storekeeper shall ensure that the user has authenticated the invoice by signing and indicating the word on it reading "Recommended For Payment".

**8.6.4.2** The Storekeeper shall ensure that the following documents are available before raising Goods Received Note:

- i. Original Delivery Note (endorsed and stamped by the user if received before 8.00 am or over public holiday or weekends)
- ii. Yellow copy LPO
- iii. Original Invoice

#### **8.6.5. Posting of Items hired from outside documents**

**8.6.5.1** The items receiving process shall follow the procedure indicated in 7.1, above.

**8.6.5.2** The Storekeeper shall ensure that the following documents are available before raising a Goods Received Note:

- i. Original Delivery Note
- ii. Yellow copy LPO
- iii. Original Invoice

#### **8.6.6 Posting and treatment of Storable Drugs**

**8.6.6.1** The drugs receiving process shall follow the procedure indicated in 8.1, above.

**8.6.6.2** Posting and raising of GRN shall be done by pharmacist due to sensitivity and technical nature of goods.

**8.6.6.3** The Pharmacist shall be responsible for the care and custody of all drugs from the time of delivery until the time of issue.

## **8.7 Stock taking**

Stock in the inventory are as good as cash and therefore need to be handled very carefully, preserved properly to ensure that there is no deterioration, checked and counted from time to time to determine that there are no Variation in physical and book balances.

**8.7.1** The storekeeper shall facilitate monthly stocktaking to be conducted by Operations Control Department, conduct reconciliation of discrepancies identified to enable production of stock variation report.

### **8.7.2 Methods of stock- taking**

The following methods of stock taking shall be conducted in stores where necessary:

#### **8.7.2.1 Periodical stock- taking**

Here, whole range of stock shall be verified at the end of a given period, for instance at the end of each financial year.

#### **8.7.2.2 Continuous stock –taking**

Here, stock- taking shall be done continuously throughout the year by specially trained and appointed personnel known as stock-verifier/stock-taker. It shall be planned and programmed in such a way that each item is verified at least once in year.

#### **8.7.2.3 Spot-checks/Surprise Stock- taking**

Spot checks of few items shall be done any time as deemed fit by a team of at least two officers nominated by head of department.

#### **8.7.2.4 Stocktaking by Auditors**

Under this method, auditors shall do stock-taking when they come for auditing of Accounts records. This shall be limited for few items of inventory selected by them.

#### **8.7.2.5 Self Stock-taking**

Under this method, concerned store-keepers shall do self-stocktaking when fresh receipts or issues are there and stock quantities are small and countable. This will help in identifying the discrepancies, if any, from time to time and reconciling them by checking stock records.

#### **8.7.3 Discrepancy treatment in the stock-taking**

No discrepancy shall be declared without giving an opportunity to store-staff to investigate.

#### **8.7.4 Adjustments of book balances after stock-taking**

The storekeeper shall ensure that each discrepancy is investigated and after reconciliation if the discrepancy still exists, necessary adjustment shall be made in by writing on/ writing off excess and shortages, so as to ensure that book balances are brought in conformity with physical balances.

After having investigated the discrepancies and also made adjustment in books of Accounts the resultant value shall be treated as correct stock value.

#### **8.7.5 Process of reconciliation**

The storekeeper shall ensure that reconciliation of discrepancies is done as follows:

- (a) Discrepancies of excess or surplus shall be investigated first as they help to automatically settle down, many a time, discrepancies of shortages elsewhere.
- (b) Have a physical verification by another store staff.

- (c) Check the stock- records from the date of last verification to ensure that there are no arithmetic errors in posting, omission or duplicate posting of basic stores documents.
- (d) Check that there was no confusion over unit of measurement.
- (e) Check the basic documents viz. GRN, Issue Note, credit memos etc-to identify any exceptionally large or apparently unusual transactions.
- (f) Make queries to the stores staff concerned to find out if he has any explanation or suspicions regarding discrepant quantities.
- (g) Find out if a discrepancy exists in similar type of materials or other materials near this particular bin. This will help to detect instances of wrong issue.
- (h) Examine the result of last stock- taking to find out any discrepancy at that time.
- (i) Enquiries to be made from user departments to ascertain whether any issue/return have been made beyond normal office hours and without proper documentation.
- (j) Where necessary, review and tighten up physical security measures and documentation procedures.

#### **8.7.7. Immediate preparations before stock- taking**

The storekeeper shall ensure that the following are done:

- (i) Inventories are properly stacked in countable position so that there are no delays in rearranging and counting.
- (ii) Advice user departments to lift any material which has already been issued to them but still lying in stores.
- (iii) All pending invoices, credit memos, Stores Transfer forms etc. are posted in the system.
- (iv) Keeping in view method of stock- taking, necessary arrangements for handling equipment and labor force are made.
- (vi) Identify location of materials if stored at different places.

## **8.8 Disposal and writing off of storable Inventory**

**8.8.1** The storekeeper shall initiate the disposal of obsolete inventory. The products shall then be written off records.

**8.8.2** The storekeeper shall have a record of all storable inventories awaiting disposal and after disposal, the date of disposal must be noted.

**8.8.3** Inventory awaiting disposal shall always be segregated and be kept in a separate room or storage space.

## **8.9 Internal attachment of KUC students**

**8.9.1** The storekeeper shall receive official time table and a notice from the Student's Head of Department informing him when the internal attachment is expected to commence and end.

**8.9.2** The storekeeper shall ensure that only students whose names are appearing in the timetable are accommodated in the storeroom for Internal attachment.

**8.9.3** The Storekeeper shall keep a time in/out Register which shall be signed by the respective students on internal attachment.

### **8.9.4 Access to premises**

i) The Stock holder shall be responsible for the care and custody of all materials from the time of delivery until the time of issue. He therefore shall have the authority not only to exercise supervision over his own staff, but also over all other persons who have occasions to visit the premises for any purpose whatsoever.

ii) Similarly, in a storehouse, personnel not employed in the store should not be admitted unless only under the supervision of member of the Stores staff.

#### **8.9.4 Segregation of pilferable items**

The storekeeper shall ensure extra security precautions in respect of 'attractive' goods, which are generally recognized as being especially subject to pilferage. In that case, separate lockable enclosures or cup-boards shall be provided inside the main stores for commodities of this kind.

#### **8.9.5 Equipment in the stores**

The storekeeper shall ensure that special material-handling equipment is provided in the store house to facilitate movement and handling of inventory.

#### **8.9.6 Safety of stores staff**

The storekeeper shall ensure that all Stores staff are provided with complete cold room and protective gear including; cloths, boots, masks, hand gloves, etc.

#### **8.9.7 Temporary Inter-Store Inventory Transfer (Between College, Hotel and Other Outlets)**

**8.9.7.1** The stores staff shall fill in Temporary Inter-Store Inventory Transfer sheet (Ref: KUC/ADMIN/R/010) , in case there is an urgent need for an item that is out of stock.

#### **8.9.8 Movement of storable Inventory outside the Institution**

The storekeeper shall issue the inventory as stated in clause 7.4 above. In addition, he will raise an Inventory Gate pass which shall be endorsed by himself, the officer collecting goods, operation's control and security personnel (Ref:KUC/ADMIN/R/007).

#### **8.9.9 Rejection of Goods**

**8.9.9.1** In case consignments delivered are rejected; the receiving team shall endorse a Goods Rejection Form (Ref:KUC/ADMIN/R/009) which shall act as a report for the rejection of goods.

**8.9.9.2** If the Inspection and acceptance Team (Receiving Team) member has a divergent opinion to the contrary, he/she shall indicate his remarks but still endorse the form.

**8.9.9.3** In case there is a divergent opinion among the team members as illustrated in clause 9.8.2, the matter shall be forwarded to the Divisional Head for adjudication. The decision of the head of division shall prevail.

## **9.0 Outputs**

- Goods received are in good condition
  - storage of goods is done
  - posting of documents is done and forwarded in operations control
  - Purchase requisitions are raised for the ordering of items
  - Monthly stocktaking is conducted
- 10 .Key performance indicators
- No complaints of documents missing
  - Customers satisfaction in the receiving process
  - Items available when needed

## **11.Records**

I Credit Memo

- 6.0 Goods and service
- 7.0 Requisition forms
- 8.0 Return to stores
- 9.0 Purchase requisition
- 10.0 Goods Inwards register
- 11.0 Delivery discrepancy registers
- 12.0 Goods issue register
- 13.0 Crate & bottle movement register
- 14.0 Student attendance Register

15.0 Goods outward for replacement

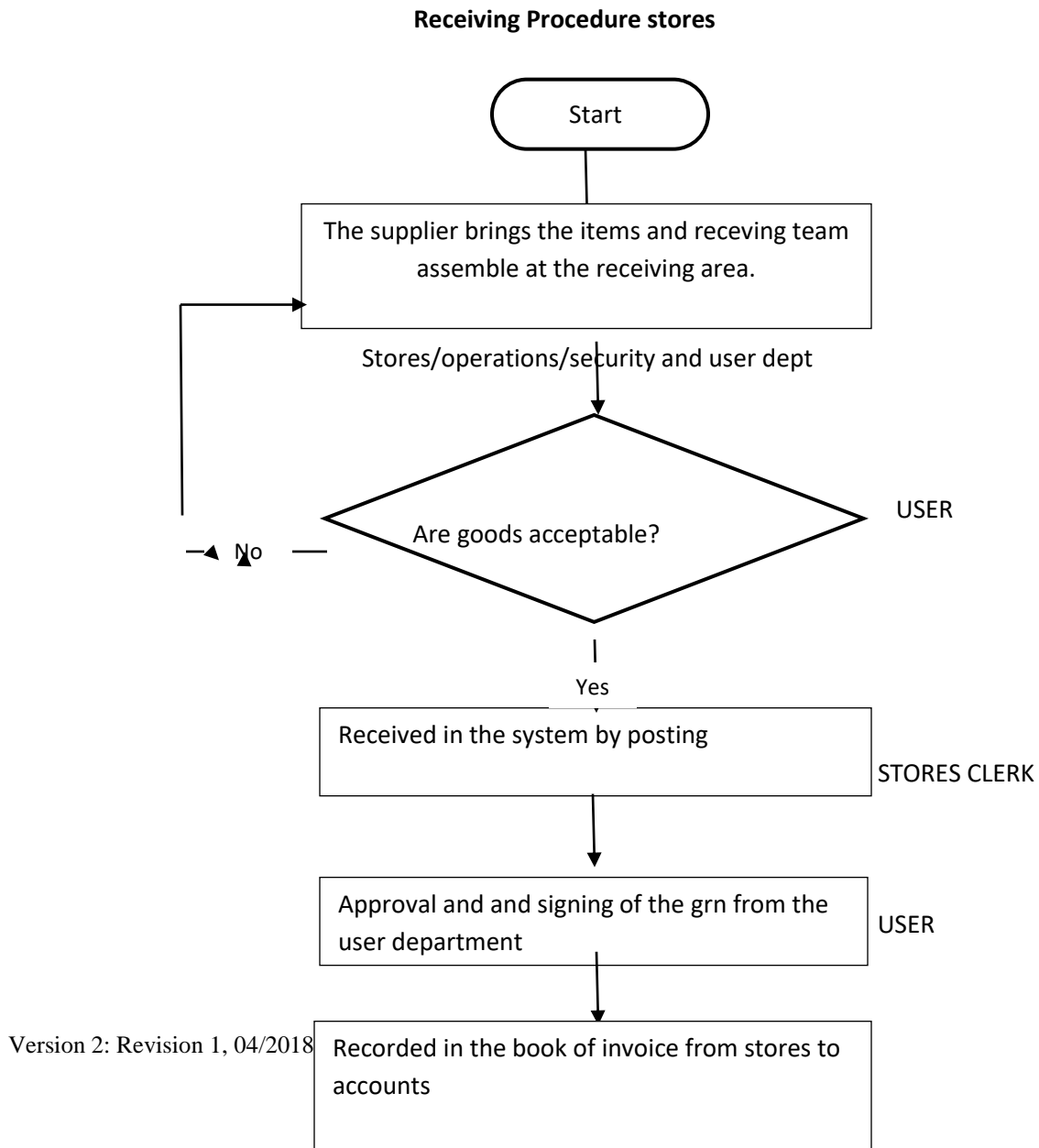
16.0 Storable inventory gate pass

17.0 Goods rejection forms

18.0 Inventory transfer forms

## 12. Appendix

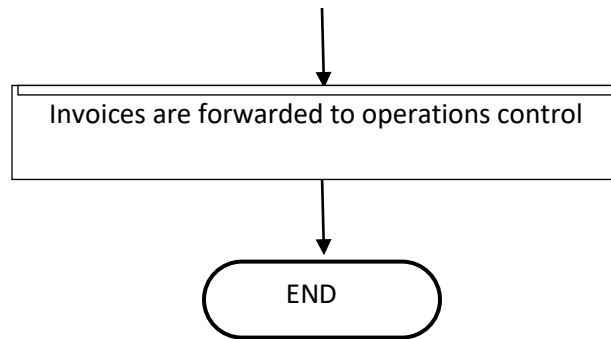
### 12.1 Flow chart



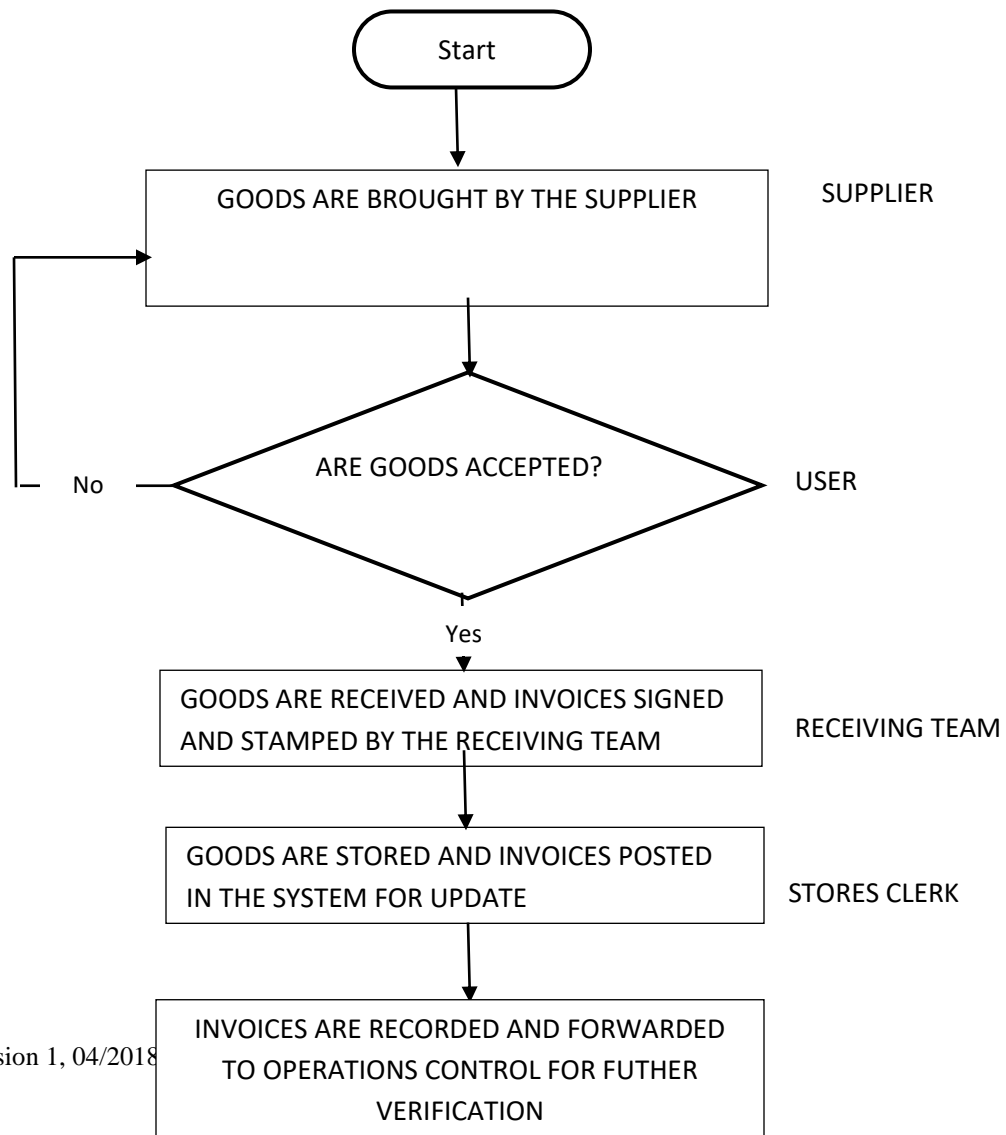
## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

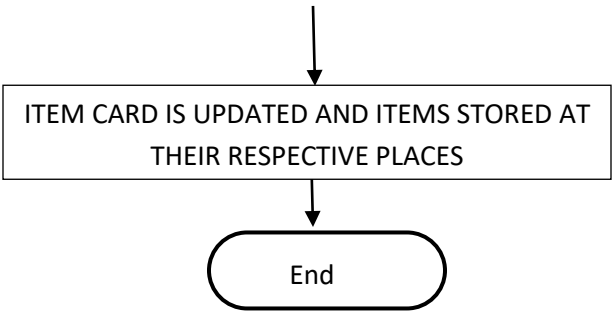
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STORES CLERK

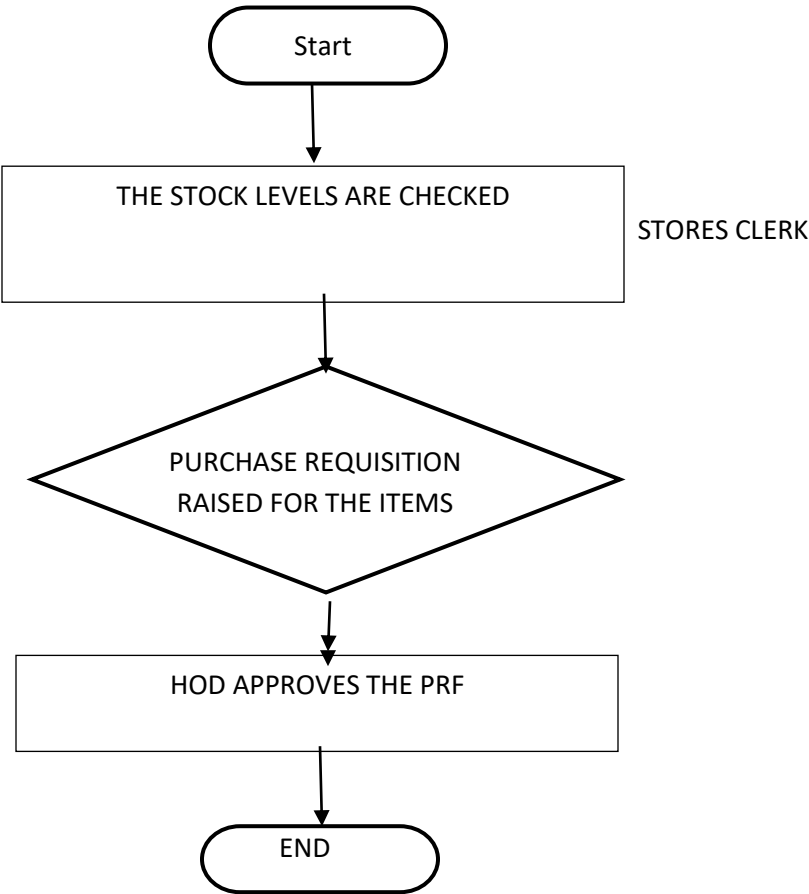


### 12.2 Storage of goods

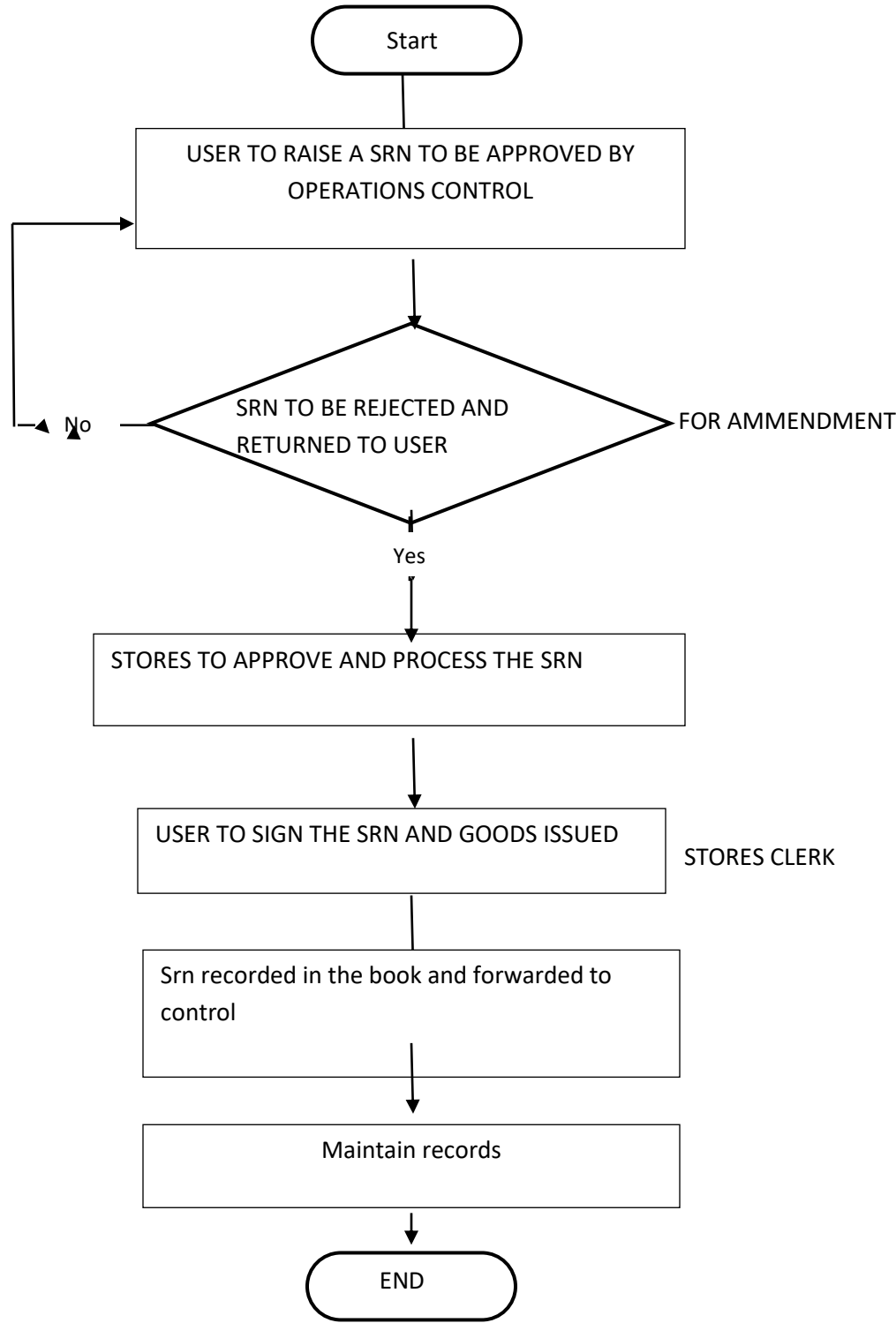




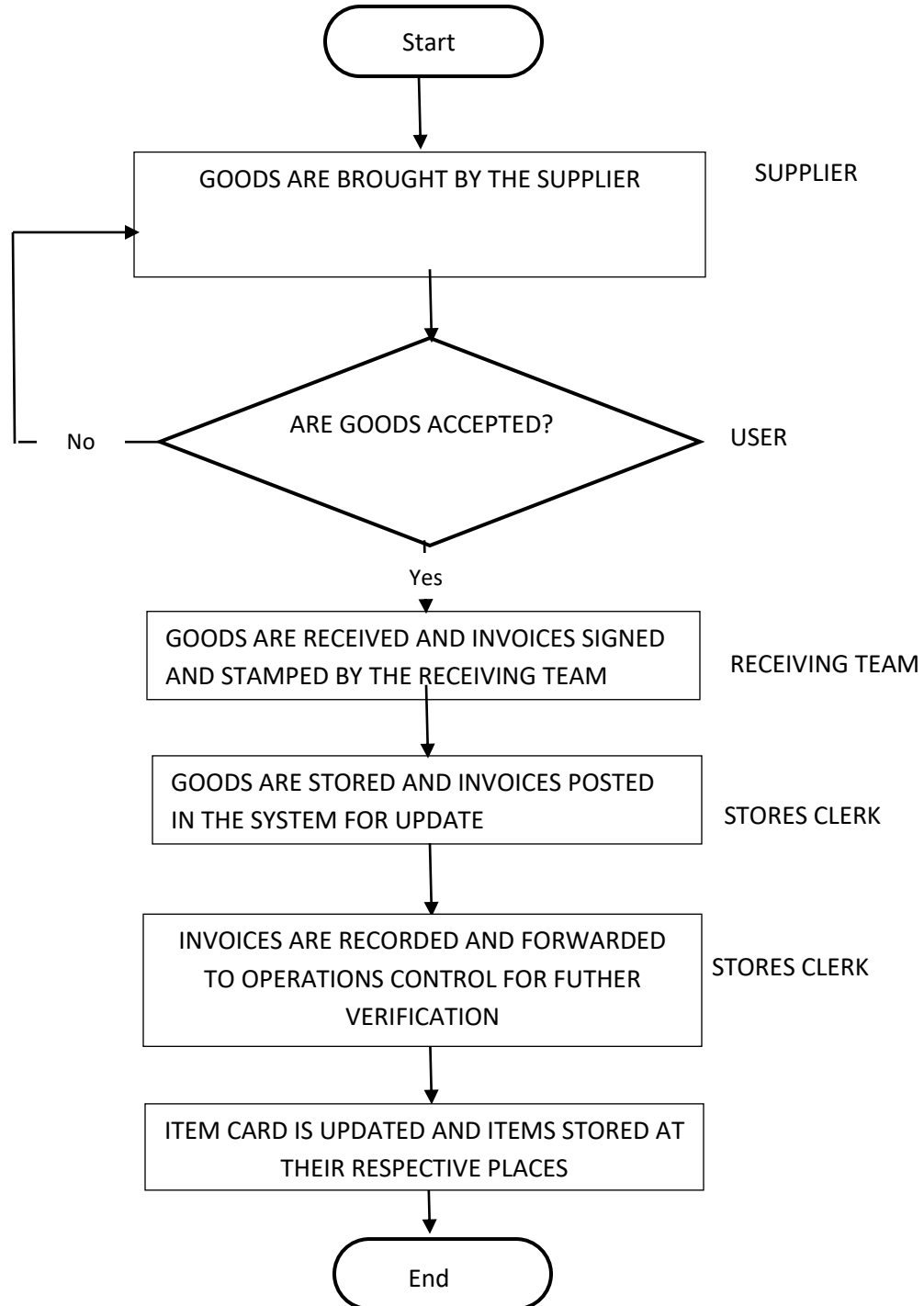
**12.3 STOCK REPLENISHMENT**



12.4 ISSUANCE OF INVENTORY TO THE USER



## 12.5 Documentation and Posting



**12... RECORD OF CHANGES**

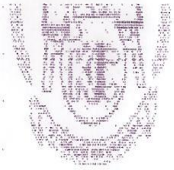
No.	Date	Details Of Change		Authorization
	<i>dd-mm-yy</i>		Clause/sub- clause and comment	Name and signature
	21/11/20 12	7.1.2 And 7.1.3	Removed from procurement procedure as it is a duty of stores.	

# DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

## credit memo

<b>Purchase Document - Test</b> KENYA UTALU COLLEGE-REVISED		<b>KUC/ADMIN/R/170</b>		June 11, 2012 Page 1 mgetich					
Purchase Document: Document Type: Credit Memo, No.: T									
<b>Credit Memo T</b>									
Buy-from Vendor No.		8LUP-833		Sell-to Customer No.					
<b>Buy-from</b> LYNAK ENTERPRISES P.O BOX 61044 00300 NAIROBI		<b>Ship-to</b> MAINTAINANCE							
Your Reference		Purchaser Code							
Vendor Posting Group		GOODS		Document Date 11/14/12 Posting Date 11/14/12					
Applies-to Doc. Type		Vendor Cr. Memo No. CR-01385							
Applies-to Doc. No.		Prices Including VAT Yes							
<b>Warning!</b> Posting Date is not within your allowed range of posting dates.									
<b>Type</b>	<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Qty. to Invoice</b>	<b>Direct Unit Cost</b>	<b>Line Disc. %</b>	<b>Allow Invoice Disc.</b>	<b>VAT Identifier</b>	<b>Amount</b>
G/L Account	40039	Maint and Repair of Building	5	5			No	STD	
<b>Warning!</b> Select a Dimension Value Code for the Dimension Code DEPARTMENT for G/L Account 40039.									
<b>Total KES</b>									0.00

## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT



KENYA UTALII COLLEGE  
P.O.BOX 31052-00600, NAIROBI  
TEL: 8563540/6, 8561985/8, 856201/2, 8563629

KUC/ADMIN/R/019

User ID DTUNGO

## GOODS & SERVICES RECEIVED NOTE

No. GRN-9999

FROM: (SUPPLIER) PAGO AIRWAYS TRAVEL

ORDER NO. LPO-18457

DOC DATE 09/03/11

INVOICE N 7806

D/NOTE NO.

R. CENTERCOLLEGE

DEPT 058

NO.	ITEM DESCRIPTION	UNIT	QTY REC'D	PRICE	VALUE	VAT	Dept	Inspector
1.00	RETURN AIR TICKET NBO-MBA		1	17,500.00	17,500.00	0.00	058	
2.00	FOR E.ATAVACHI			0.00		0.00	058	
3.00	DEPT 30/07/11 0600HRS			0.00		0.00	058	
4.00	RTN 30/07/11 0400HRS			0.00		0.00	058	
5.00				0.00		0.00	058	
6.00				0.00		0.00	058	
7.00	Lpo raised to replace cancelled			0.00		0.00	058	
8.00	lpo No-15971			0.00		0.00	058	

NET TOTAL	17,500.0
VAT TOTAL	0.0
GROSS TOTAL	17,500.0

POSTED BY

SIGNATURE

POSTING DAT 08/11/14

### DISTRIBUTION

ORIGINAL + INVOICE + L.P.O --> ACCOUNT

DUPLICATE+TRIFLICATION DRR--> CONTRO

TRIFLICATION--> STORES

GOODS RECEIVED BY: NAME

SIGNATURE

## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

KENYA UTALII COLLEGE  
P.O. Box 31057 - 00201 NAIROBI, KENYA  
Tel No. 8563540, Fax No. 0208660514  
E-Mail: info@utalii.co.ke

June 11, 2014  
mgetchi

KUC/ADMIN/R/137

## REQUISITION FORM

Requisitioned by NYAMAWI  
Department 027

Voucher No. SRN-78935  
Date Posted 06/11/14  
Date Requisitioned 06/11/14  
Date Required 06/11/14  
Voucher Status Approved

No.	Description	Purpose	Qty	U.O.M	Units/U.O.M	Unit Cost	Total Cost
MISD-00007	GLAD WRAP ROLLS	FO	5.00	PCS	1.00	592.24	2,961.20
CL-00030	ICP 10KG/ NOBLA	FO	10.00	BAG	1.00	1,004.31	10,043.10
CL-00042	POLYTHENE BAGS 9X15X15	FO	40.00	PKTS	1.00	229.31	9,172.42
CL-00062	STEELWOOL	FO	20.00	PCS	1.00	45.63	896.55
TOTAL ALLOCATED COST							23,173.27

## Requisition Remarks

Prepared By: SNYAMAWI  
HOD Approval By: SNYAMAWI  
Voted By: CMWITI  
Store Processing By:

Date 06/11/14 Time 3:20:27 PM  
Date 06/11/14 Time 3:21:27 PM  
Date 06/11/14 Time 3:27:06 PM

DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT



**KENYA UTALII COLLEGE-REVISED**  
**RETURN TO STORES**

Journal Entry Name  
 Journal Template Name

CHAM  
 ITEM

June 11, 2014  
 3:27:12 PM  
 Page 1  
 ingetich

Posting Entry Type	Date	Item No.	Description	Location Code	Quantity	Unit of Measure	Quantity (Base)	Unit Cost	Total Amount
Positive Adjmt	05/05/14	CL-00003	BASS FROM	GENERAL	2	PCS	2	128.10	256.69
TOTAL AMOUNT									256.69

Received by: ingetich Date: June 11, 2014 Signature: \_\_\_\_\_  
 Returned By: \_\_\_\_\_ Date: June 11, 2014 Signature: \_\_\_\_\_  
 Posted By: \_\_\_\_\_ Date: June 11, 2014 Signature: \_\_\_\_\_

## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

**Purchase Requisition Register – DOCUMENT REF: KUC/ADM/170**

PRF DATE	ITEM	ITEM CODE	UOM	QTY	PRF NO	LPO NO	EXPECTED DATE	LPO DATE	SUPPLIER	DELIVERY DETAILS		REMAR KS
										DATE	INVO ICE NO	

**Goods Inward Register- DOCUMENT REF: KUC/ADM/172**

DELIVERY DATE	SUPPLIER	ITEMS	INVOICE NO	LPO NO	TIME IN	TIME OUT	DELIVERED BY:			USER DEPT		REMARKS
							NAME	SIGN	PHONE	NAME	TIME IN	

**Delivery Discrepancy Register- DOCUMENT REF: KUC/ADM/174**

DATE	ITEM	QTY	INVOICE NO	LPO NO	DDR AMMOUNT	SUPPLIER	VENDOR'S DETAILS:				ACTUAL REASON FOR RAISING DESCRIPANCY NOTE
							NAME	ID NO	PHONE NO	SIGN	

**Goods Issued Register- DOCUMENT REF: KUC/ADM/175**

DATE	GOODS	QTY	UOM	SRN NO	ISSUE NOTE NO	ISSUED TO:			REMARKS	POSTED BY:		
						USER DEPT	NAME	SIGN		NAME	SIGN	DATE

**DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT**

DATE	ITEM	SPECS	QTY	UOM	GOODS ORIGINALLY SUPPLIED AGAINST:			GOODS COLLECTED BY:				
					INVOICE NO.	DELIVERY NOTE NO.	LPO NO	SUPPLIER	NAME	ID NO	PHONE NO.	SIGN

**Crate & Bottles Movement Register-**

**DOCUMENT REF: KUC/ADM/176**

DATE	TYPE OF CRATES (BEER/SODA)	QTY ISSUED		ISSUE NOTE NO	QTY RETURNED:		RETURNED BY:			DESCRIPANCY: (Qty Issued Less Returned)	
		BOTTLE	CRATES		BOTTLE	CRATES	NAME	S.NO	SIGN & DATE	BOTTLE	CRATES

**Student Attendance Register-**

**DOCUMENT REF: KUC/ADM/186**

DATE	STUDENT NAME	COURSE	STUDENT REGISTRATION NO.	TIME IN	PHONE NO	SIGN	TIME OUT	SIGN	HOD STORE REMAKS

**Goods Outward For Replacement Register- DOCUMENT REF: KUC/ADM/187**

GATE PASS NO	WITNESS OF COLLECTION:									
	USER DEPT		SECURITY DEPARTMENT		OPERATIONS DEPT		TECHNICAL PERSON (FROM KUC)		STORES DEPT	
	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN	NAME	SIGN

DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

**Storable Inventory Gate Pass-      DOCUMENT REF: KUC/ADMIN/R/007**

ISSUING STORE..... ISSUED TO (DEPT).....

SRN/ISSUE NOTE NO.....

DESTINATION.....

No	Item Description	Unit Measure	of	QTY Issued

1. Goods Issued By name.....Sign.....Date.....

2. Goods collected By name.....Sign.....Date.....

Witnessed By:

1. Operation's Control: Name.....Sign.....Date.....

2. Security Personnel: Name.....Sign.....Date.....

**Goods Rejection Form-      DOCUMENT REF: KUC/ADMIN/R/009**

Supplier..... LPO No.....

Discrepancy Note No.....Date.....

GOODS DELIVERED BY:

Name.....ID No.....Phone No.....Sign.....

Invoice No.....Delivery Note No.....

NO	ITEM DESCRIPTION	UNIT MEASURE	OF	QTY

## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

Reason for Rejection of Goods.....

### INSPECTION AND ACCEPTANCE TEAM:

1. User Dept: Remarks (if any):

Name.....Sign.....Date.....

2. Operation's Control Dept: Remarks (if any):

Name.....Sign.....Date.....

3. Security Dept: Remarks (if any):

Name.....Sign.....Date.....

4. Technical Officer: Remarks (if any):

Name.....Sign.....Date.....

5. Stores Dept: Remarks (if any):

Name.....Sign.....Date.....

### **Inventory Transfer Form-      DOCUMENT REF: KUC/ADMIN/R/010**

Issuing store.....

Issued To (Dept.).....

No	Item Description	Unit Measure	of	QTY Issued

Reason for Transfer of Inventory.....

1. Goods Issued By name.....Sign.....Date.....

2. Goods collected By name.....Sign.....Date.....

**SECTION C: OPPORTUNITIES**

OPPORTUNITY	ACTIONS	RESOURCES	RESPONSIBILITY	TIMELINES	KPI
KISM seminars and government institution	Staff to attend the meeting when advertised	Approved budget	Hod stores HRM	YEARLY	CERTIFICATE
KISM membership renewal	Staff to renew membership	Approved budget	HRM	YEARLY	CERTIFICATE

## DOCUMENTED PROCEDURE FOR STORES MANAGEMENT DEPARTMENT

**SECTION D: RISK REGISTER**

N o.	DESCRIPTI ON OF RISK	TYPE OF RISK	PROBABILITY OF OCCURANCE			SEVERI TY  <i>HIGH - 3</i>  <i>MEDIUM -2</i>  <i>LOW - 1</i>	IMPAC T	MITIGATI ON	RESPONSI BILITY	KPI
			HIG H	MEDI UM	LO W					
1	over/under issuing	operat ional				3	-More time wasted on reconcil iation	Regular stock verificatio n and follow laid down issuing process	Stores clerk	Up-to-date
2	Wrong physical count	operat ional				2	-cost implicat ion in case of over receivin g	Regular stock verificatio n and proper physical counting	Stores clerk and operations control	Time saving
3	Errors by Receiving team	operat ional				2	-This may cause shortag e or overage	-proper counting by receiving team  -proper scrutiny of the documents	Receiving team	Clean work for documentation