


The Catholic University of Eastern Africa

| TITLE | AUTHOR |
|---|---|
| PROCEDURE FOR REQUISITION AT THE CAMPUS STORE CUEA/DVC FIN/FIN/04 | SENIOR ACCOUNTANT |
| | NO. OF APPENDICES: |
| | 2 (TWO (A-B)) |
| AUTHORIZATION This standard operating Procedure is issued under the authority of: | |
| TITLE/POSITION | FINANCIAL ADMINISTRATOR |
| SIGNATURE |  |
| DATE | 23 February 2011 |
| ISSUE DATE | 23 February 2011 |
| STAMP CONTROLLED / UNCONTROLLED | CONTROLLED |
| NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DQA and the VCs office | |

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| Revision | 00 | | Date | 24 – Dec 2010 |
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0.2 RECORD OF CHANGES

| No. | Date | Details of Changes | | Authorization |
|-----|-------------|--------------------|--|-------------------------|
| | (dd-mm-yy) | Page | Clause/subclause | Title |
| 1 | 19 May 2011 | 2 | 0.3 (circulation) | Financial Administrator |
| 2 | 19 May 2011 | 6 | 7.2 Appendix B (numbering of requisition form) | Financial Administrator |
| | | | | |
| | | | | |

0.3 Distribution / Circulation

This procedure is available at relevant functions for authorized users

1.0 PURPOSE:

This procedure describes the methodology that the Catholic University will employ when acquiring goods from campus store.

2.0. SCOPE

This procedure applies to all stationery items.


3. TERMS AND DEFINITIONS

3.1 Pkts-packets

3.3 Pcs-pieces

3.3 Rms-reams

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3.4 HOD – Head of Department

4.0. REFERENCES

4.1 CUEA Quality Management Manual

5.0. PRINCIPAL RESPONSIBILITIES:

The senior accountant has the overall responsibilities for ensuring that this procedure remains adequate for its intended purpose and it is effectively applied.

6. METHOD:

6.1. A member of the respective department shall fill a requisition form from the campus store.

6.2. The H.O.D of the respective department shall verify if the ordered material is viable to departmental use.

6.2.1. If the H.O.D does not approve of the order, the departmental representative shall revise the list and return it for re- approval.

6.2.2. If the list is in order the departmental representative shall take the requisition form to the campus store and present it to the campus store manager who shall check for availability of the item ordered.


6.2.2.1. If the item is not available, the campus store manager shall inform the departmental representative and give alternatives for getting the item (eg. Fill in an imprest form at departmental level).

6.2.2.2. If the item is available, the campus store manager shall avail the item to the departmental representative.

7.0. APPENDICES

7.1 Appendix A - Flow chart: ordering/re-ordering of items

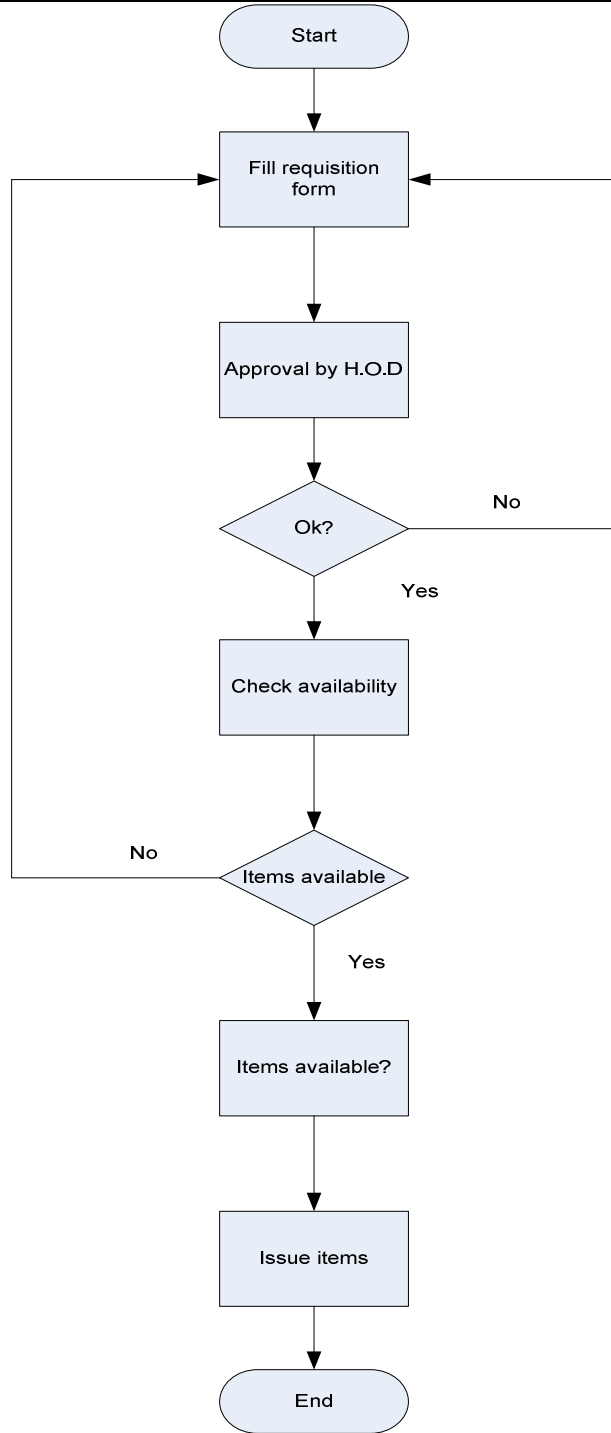
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STORE ACCOUNTANT

HEAD OF DEPARTMENT

STORE ACCOUNTANT



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7.2 Appendix B – Requisition Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

Internal Requisition Form

S/NO.


From: DEPARTMENT/OFFICE _____

To: CAMPUS STATIONERY STORE

Please issue us with the following items:

| No | Item Description | Unit of Issue | Qty Required | Quantity Issued |
|----|------------------|---------------|--------------|-----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

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| 4. | | | | |
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| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |

Requisitioned by: **Name:** **Signature:** **Date:**

Authorized by (HOD): **Name:** **Signature:** **Date:**

Issued by: **Name:** **Signature:** **Date:**

Received by: **Name:** **Signature:** **Date:**

CUEA/DVC FIN/FIN/04/fm1

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