



## 1. Issuance of Supplies and Materials

Requisitioning Division/Office requests for supplies (goods for office use) and materials (goods used for construction, service connection, pipe laying and the like) which are available in stock and issued by the General Services Office personnel.

<b>Office or Division:</b>	Administrative & General Services Division			
<b>Classification:</b>	Simple Transactions			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employee of Digos Water District			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Store Requisition Slip (SRS) (1 original, 2 duplicate)		Administrative & General Services Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the GSO and submit the approved SRS to the Storekeeper/ Administrative Services Aide	1.1 Receive SRS and gather materials requested. 1.2 Release requested supplies/ materials 1.2.1 Supplies 1.2.2 Materials	None	14 minutes 19 minutes	Storekeeper / Administrative Services Aide Administrative & General Services Division
2. Confirm receipt of supplies/materials by affixing signature of client in the SRS form	2. Furnish client a copy of the signed SRS	None	1 minute	Storekeeper / Administrative Services Aide Administrative & General Services Division
<b>TOTAL:</b>		None	<b>Supplies: 15 minutes</b> <b>Materials: 20 minutes</b>	