



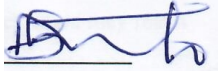
**JARAMOGI OGINGA ODINGA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**DOCUMENT : PROCEDURE FOR STORES MANAGEMENT**

**DOC. NO. : JOOUST/PAF/PROC/OP 30**

**AUTHORISED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: **  
**PLANNING, ADMINISTRATION AND FINANCE**

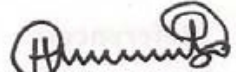
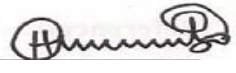

**ISSUED BY : STORES IN CHARGE**

**SIGNATURE: **

**0.1 DOCUMENT DISTRIBUTION**

<b>S. NO</b>	<b>TYPE</b>	<b>OFFICE</b>
<b>i.</b>	<b>Original</b>	<b>QMR</b>
<b>ii.</b>	<b>Copy</b>	<b>DVC PAF</b>
<b>iii.</b>	<b>Copy</b>	<b>Stores –In Charge</b>
<b>iv.</b>	<b>Copy</b>	<b>FHs</b>
<b>v.</b>	<b>Soft Copy</b>	<b>JOOUST Website by password</b>

**0.2 DOCUMENT CHANGES**

<b>DATE</b>	<b>CHANGES</b>	<b>AUTHORIZED BY</b>
<b>28/4/2012</b>	<b>Timelines for key activities Stores person changed to stores controller.</b>	
<b>29/4/2013</b>	<b>Procedure reviewed to reflect change of status from BUC to JOOUST</b>	
<b>30/4/2015</b>	<b>Procedure reviewed for adequacy</b>	

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**1.0 Purpose:** To ensure effective and efficient Stores Management.

**2.0 Scope:** This procedure covers the management of stores in the University

- 3.0 References:**
- 3.1 ISO 9000:2000 & ISO 9001:2008
  - 3.2 JOOUST Quality Manual
  - 3.3 Public Procurement and Disposal Act, 2005
  - 3.4 Public Procurement and Disposal Regulations, 2006
  - 3.5 Public Procurement and Disposal General Manual, 2009

**4.0 Terms and Definitions**

- 4.1 BUC:** Bondo University College
- 4.2 JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- 4.3 Council:** The supreme decision making body in the management of the University.
- 4.4 UMB:** University Management Board.
- 4.5 Vice-Chancellor (VC):** The Chief Executive Officer/ Accounting Officer.
- 4.5 FO:** Finance Officer.
- 4.6 SC: Stores in Charge**
- IFRS:** International Financial Reporting Standards.
- 4.7 IAS:** International Accounting Standard.
- 4.8 User:** The Department or officer initiating the process.
- 4.9 Local Purchase Order (LPO):** Refers to the official purchase orders issued by the University.
- 4.10 Local Service Order (LSO):** Refers to the official service orders issued by the University.
- 4.11 Goods received Note (GRN)/ Services Rendered Note (SRN):** Refers to the official certificate issued by stores confirming delivery of good/services to the University.

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**4.12 Stores Requisition Note(SRN):** Refers to the official requisitions made to the stores by user departments

**4.13 Purchase Requisition Note (PRN):** Refers to the official requisitions issued by the user departments to the Procurement Unit

**5.0 Principal Responsibility:**

**The Stores-in-Charge** shall be responsible for the implementation and effective supervision of this procedure.

**6.0 Method**

**6.1 Re-Ordering of Goods/Services**

- 6.1.1** The SC shall determine the re-order level based on the procurement plan, previous consumption rate and the level of activities.
- 6.1.2** The SC shall raise a PRN/SRN for the items/goods/services when they reach the re-order level.
- 6.1.3** The SC shall forward the PRN/re-order sheet to the vote holder for approval.
- 6.1.4** The SC shall receive the duly signed PRN/re-order sheet and forward to Procurement for action within 5 days.

**6.2 Receiving Goods**

- 6.2.1** The SC shall receive copies of LSO/LPO/PRN from Head of Procurement.
- 6.2.2** The SC shall compare the delivery note with the order notes i.e. LPO, LSO, PRN etc upon receipt of goods/services.
- 6.2.3** The SC shall inform the inspection and acceptance committee to inspect the goods received upon delivery.
- 6.2.4** The SC shall issue goods returned note to the supplier in case the goods are rejected.
- 6.2.5** The SC shall raise a GRN for the goods received and post the goods in the BIN cards as per the delivery note.

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- 6.2.6 The SC shall prepare and forward a GRN to the relevant department to be for approval.
- 6.2.7 The SC shall forward the GRN and Inspection Certificate to Finance Officer for processing of payment.
- 6.2.8 The SC shall file a copy of LPO/LSO/GRN, delivery note, goods returned note and inspection note.

**6.3 Issuing Items from Stores.**

- 6.3.1 The user department shall raise a store requisition note (SRN).
- 6.3.2 The SC shall receive the authorized SRN, cost it and forward it to the vote-book accountant for verification of funds in the specific vote head.
- 6.3.3 The SC shall receive the voted and approved SRN, post in the respective ledgers and issue the items within 1 week.
- 6.3.4 The SC shall file a copy of the approved SRN as appropriate.

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