**Process:** **PROCEDURE FOR STORES MANAGEMENT**

1. **Purpose:** To ensure efficiency, effectiveness and transparency in the process of stores management

**Output:** Timely receipt and issuance of goods and services

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|  | ACTIVITIES  | Inputs | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| 1 | **Receiving of goods** | * Copies Departmental LSO, LPO, and PRN
* Copies of GRN
* Copies of credit / debit notes
* Tender and contract award agreements
 | * The supplier delivers wrong goods
* The supplier delivers substandard goods
* The supplier make partial delivery
* The supplier fails to deliver good completely yet a GRN is generated
 | * Low
 | * high
 | * To ensure Inspection Committee’s recommendation before goods/services are received
* To ensure Inspection Committee’s receive goods/services in full
* GRN generated tallies with the delivery note
 | * Use of technology
 | * ERP implemented
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| 2 | Issuance of goods from stores | * Departmental Store requisition note (SRN)
 | * Insurance of goods against unauthorized SRN
* Over issuance of goods
* Under issuance of goods
* Goods pilferages
 | * high
 | * high
 | * ensuring that SRN are fully authorized.
* Stores ledge is well maintained
 | * Use of technology
 | * ERP implemented
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