**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 |
| 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 |