




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

DOCUMENT : PROCEDURE FOR STORES MANAGEMENT

DOC. NO. : JOOUST/PAF/PROC/OP 32

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

ISSUED BY : STORES IN CHARGE SIGNATURE: 

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

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ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
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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:

- i. ISO 9001: 2015 Standard
- ii. JOOUST Quality Manual
- iii. Public Procurement and Disposal Act, 2005
- iv. Public Procurement and Disposal Regulations, 2006
- v. Public Procurement and Disposal General Manual, 2009

4.0 Abbreviations, Acronyms and Definitions

- i. FO: Finance Officer.
- ii. GRN: Goods received Note Refers to the official certificate issued by stores confirming delivery of good/services to the University.
- iii. IAS: International Accounting Standard.
- iv. IFRS: International Financial Reporting Standards.
- v. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- vi. LPO: Local Purchase Order Refers to the official purchase orders issued by the University.
- vii. LSO: Local Service Order Refers to the official service orders issued by the University.
- viii. PRN Purchase Requisition Note: Refers to the official requisitions issued by the user departments to the Procurement Unit
- ix. SC: Stores in Charge
- x. SRN: Stores Requisition Note (Refers to the official requisitions made to the stores by user departments
- xi. UMB: University Management Board.
- xii. User: The Department or officer initiating the process.
- xiii. VC: Vice-Chancellor

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
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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.
- 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.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
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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.

ISSUE NO: 002	REVISION NO: 00	DATE OF ISSUE: 15 TH JANUARY, 2018
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