

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 113 1/4
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP ANNUAL EQUIPMENT INVENTORY TAKING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. ISSUANCE OF MEMORANDUM] Step1 --> Step2[2. COORDINATION WITH DEPARTMENT/UNIT CONCERNED AND PREPARATION] Step2 --> Step3[3. COUNTING OF ITEMS] Step3 --> Step4[4. ATTACHMENT AND KEEPING OF INVENTORY TAGS] Step4 --> Step5[5. PREPARATION AND SUBMISSION OF MASTERLIST/INVENTORY] Step5 --> Step6[6. AFFIXING SIGNATURE AND INDICATION OF DATE] Step6 --> Step7[7. DISTRIBUTION OF COPIES TO CONCERNED OFFICES] Step7 --> End([End]) </pre>	<p>Issues a memorandum prepared by PSO.</p> <p>Coordinates with the department/unit concerned that a physical inventory will be conducted.</p> <p>Counts the items for inventory. Lists all unaccounted equipment.</p> <p>Attaches the duplicate/half portion to the items inventoried and keeps the other one for reconciliation reference.</p> <p>Prepares and updates masterlist/inventory and submits to the unit concerned.</p> <p>Affixes their signatures and indicate the date in the masterlist/inventory list.</p> <p>Distributes copies of masterlist/inventory to the following:</p> <ul style="list-style-type: none"> • COA • Accounting Office • Unit concerned 	<p>Chancellor</p> <p>PSO Head</p> <p>Inventory Team (PSO-SO/ SO-Unit)</p> <p>PSO Staff</p> <p>PSO Staff/Head</p> <p>Accountable persons</p> <p>PSO Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: