
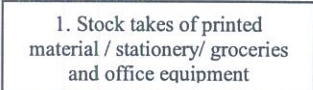
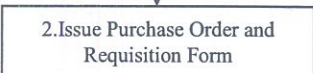
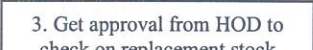


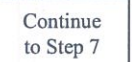


ADMIN PURCHASES

| Interaction | Control/Activities | Records |
|---|--|--|
|  | 1. Admin performs stock take of printed material / stationery / groceries and office equipment. | |
|  | 2. If stock is low, issue Purchase Order and Requisition Form for approval. <ul style="list-style-type: none"> a) PO with running number will be recorded in Log book. b) Print stock card attached together with PO and Requisition to get approval from HOD. | <ul style="list-style-type: none"> • Requisition Form • Purchase Order • Log Book |
|  | 3. Get approval / initial from HOD to check and verify the replacement stock. | <ul style="list-style-type: none"> • Requisition Form • Purchase Order |
|  | 4. After HOD has approved, get final approval from CEO. | <ul style="list-style-type: none"> • Requisition Form • Purchase Order |
|  | 5. Upon received approval from CEO, fax / email Purchase Order to vendor. | <ul style="list-style-type: none"> • Purchase Order |
|  | 6. Awaiting stock item. <ul style="list-style-type: none"> a) Awaiting stock for printed material / stationery / groceries. b) Awaiting stock for printed material. <ul style="list-style-type: none"> - Computer Form –within 2 month - Letterhead - within 2 month - Envelopes - 3 weeks to 1 month. - Business card – 3 or 4 days. | |
| | | |
|  | | |

| Interaction | Control/Activities | Records |
|--|--|--|
| <pre> graph TD A[7. Check stock upon delivery] --> B[8. Submit documents to Finance for payment] B --> C[9. Contact vendor for cheque collection] C --> D[10 File all documents/ invoice for record] D --> E([End]) </pre> | 7. Upon receiving the stock, check the quantity and items physically against the Delivery Order / Invoice. | <ul style="list-style-type: none"> • Invoice • Deliver Order |
| | 8. Submits Invoice/Delivery Order to Finance for payment. | <ul style="list-style-type: none"> • Invoice • Delivery Order |
| | 9. Contacts supplier when cheque is ready for collection. | <ul style="list-style-type: none"> • Cheque |
| | 10. File all documents and invoice for record. | <ul style="list-style-type: none"> • Invoice <p><u>Note :</u> Admin will evaluate the vendor on yearly basis.</p> |

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Prepared By:

Verified By:

Approved By:

[Signatures]