Subject: Memo - Approval Process for Transactions using TOR/RFS Module

Date: March 5, 2024

To: All Department Heads and Store Custodians

Dear Department Head's and Store Custodian,

I hope this memo finds you well. We would like to inform you about the updated process regarding the approval of transactions using the Transaction Override/Request for Setup (TOR/RFS) module. This change is implemented to ensure better control and accountability for all adjustments related to supplies and inventoriable items.

Effective immediately, all transactions requiring adjustments such as consumption, transfer, positive, and negative adjustments for supplies/inventoriable must be approved by the respective department head before the Systems Development Team can execute the said adjustment in the system.

This additional approval step aims to enhance transparency and accountability in managing inventory-related transactions. The involvement of department heads in the approval process will help maintain accurate records and ensure that adjustments align with departmental requirements.

If you have any concerns or questions regarding this new process, we kindly request that you address them through a formal letter to the Systems Development Team and the Store Custodian. This will help streamline communication and provide a clear record of any inquiries or issues raised.

Your cooperation in adhering to this updated procedure is highly appreciated. The success of this process relies on the commitment of each department head and the store custodian to follow the outlined steps.

Thank you for your attention to this matter. These changes will contribute to a more efficient and controlled inventory management system.

Best regards,

JELLEY MAE A. IMPERIAL

HO-FAD JR. SUPERVISOR

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