	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-PUR-05-03
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	1 of 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	10 January 2017
SUBJECT	INSPECTION AND ACCEPTANCE OF PURCHASED ITEMS		

1.0 OBJECTIVE

To ensure that all incoming supplies, materials and equipment conform to the specified requirements, properly accepted, stored and released to the end user.

2.0 SCOPE

This operational procedure covers the inspection of purchased items from the receipt of delivery up to release to the end-user *including the risks and opportunities associated with the process.*

3.0 DEFINITION OF TERMS

Delivery Receipt (DR) - a document enumerating the materials delivered.



Purchase Order (PO) - a contract between DOST IX and supplier for the delivery of supplies or services at certain terms and conditions.

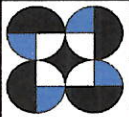
4.0 RECORDS

- Inspection and Acceptance Report

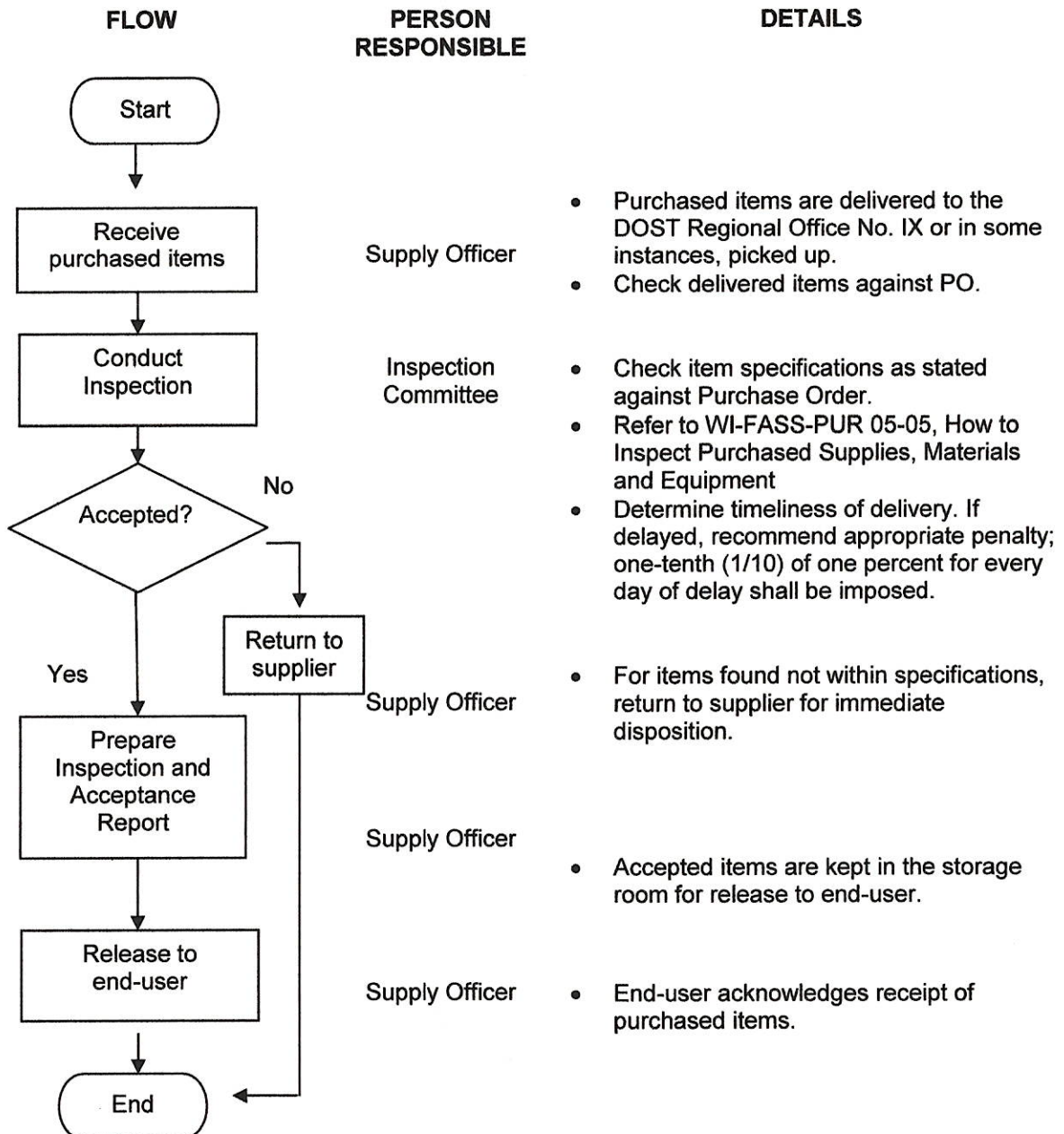
5.0 REFERENCES

- E-NGAS

Prepared by:  Supplier Officer	Approved by:  ARD, Finance and Administrative Support Services
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6.0 PROCEDURE



Prepared by:

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Approved by:

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