**REPORT OF SUPPLIES AND MATERIALS ISSUED**

**(RSMI)**

*INSTRUCTIONS*

1. The RSMI is a form prepared by the Supply and/or Property Division/Unit to report/summarize all issues of inventories (by stock number) during the day.
2. This shall be accomplished as follows:

To be filled out by the Supply and/or Property Division/Unit:

* 1. **Entity Name** *–* name of the agency/entity
  2. **Fund Cluster –** fund cluster name/code in accordance with the UACS
  3. **Serial No.** – assigned RSMI number which shall be in the following manner:

0000-00-0000

Serial number (one series for each month)

Month

Year

* 1. **Date** *–* period covered by the report
  2. **RIS No**. – RIS number served within the day
  3. **Responsibility Center Code** – code of the cost/responsibility center
  4. **Stock No***.* – assigned stock number of the item/s issued within the day per RIS
  5. **Item –** description of stocks or item/s issued
  6. **Unit** – unit of measurement of stocks or item/s issued (i.e., piece, roll, box, ream, etc.)
  7. **Quantity Issued** – quantity of stocks or item/s issued based on RIS
  8. **Recapitulation** – summary of issues by stock number
* **Stock No.** – stock number of the item/s issued
* **Quantity** – total quantity issued per stock/item number
  1. **Certification** – the certification as to the correctness of the report shall be signed by the Supply and/or Property Custodian

To be filled out by the Accounting Division/Unit:

1. **Unit Cost** – cost of supplies and materials issued by the agency/entity using the weighted average method or specific identification of costs method
2. **Amount** – amount (Quantity Issued x Unit Cost) of supplies and materials per Stock No. issued within the day
3. **Recapitulation**:

* **Unit Cost** – the cost per unit of the supplies and materials issued corresponding to the ‘Stock No.’ column in the Recapitulation prepared by the Supply and/or Property Division/Unit
* **Total Cost –** the total cost of the item/s issued per stock number (‘Quantity’ column in the Recapitulation prepared by the Supply and/or Property Division/Unit multiplied by the ‘Unit Cost’ column in the Recapitulation prepared by the Accounting Division/Unit)
* **UACS Object Code –** the object code in accordance with the UACS

1. **Posted by/date** – printed name and signature of the designated accounting staff who posted the RSMI to the SLC based on recapitulation and the date of posting
2. At the end of the month, all RSMIs shall be consolidated by the Accounting Division/Unit for the preparation of the JEV.
3. The Accounting Division/Unit and Supply and/or Property Division/Unit shall conduct periodic reconciliation of the SLC and SC to identify and adjust any discrepancy.
4. The RSMI shall be prepared in two copies to be distributed as follows:

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| --- | --- | --- |
| *Original* | – | Accounting Division/Unit to support the JEV drawn to record issues of stocks |
| *Copy 2* | – | Supply and/or Property Custodian's file |