

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DISPLAY STAND REQUEST	Ref. No.
DEPARTMENT :	SPARE PARTS DEPARTMENT	SPD- 16-04-1604
TO :	BRANCH MANAGER	

OBJECTIVES

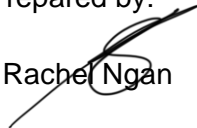
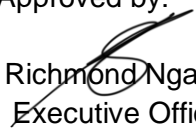
1. To inform the branches of the correct process for ordering a display stand and lock.

POLICY

1. The branch manager or next person in charge is responsible for the upkeep of the display stand.
2. Any damage done to the display stand will be deducted to the branch manager salary.
3. All incoming branch managers must sign the accountability form for the display stand as part of their responsibilities.
4. The standard size of the display stand:
(L) 18 inches, (W) 4 FT and (H) FT
5. The budget for the display stand must not exceed PHP 5,000.
6. The budget for the lock of the display stand should not exceed PHP 120.

PROCEDURE

1. Branch manager
 - 1.1. Request for budget with at least 3 quotations of suppliers according to policy.
 - 1.2. Submit the request budget to designated spare parts in charge.
 - 1.3. Wait for the feedback of approval.
 - 1.4. After approval, liquidate the budget given.
 - 1.5. Provide picture of the Display stand.

Prepared by:  Rachel Ngan	Approved by:  Richmond Ngan Executive Officer	Effective April 16, 2016	Page 1 of 1
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