MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUEST FOR PERIPHERAL DEVICES	Ref. No.
DEPARTMENT :	IT DEPARTMENT	ITD-15-01-24
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

To provide for needed peripheral IT equipment to branches for branches to operate smoothly. IT peripherals include but are not limited to mouse, keyboard, USB and other small items.

POLICIES

1. For small items (mouse, keyboard, USB) value should be less than PHP 500.00 which will be withdrawn from branch Petty Cash Fund upon receiving authority number.

2. The branch personnel is responsible for safeguarding their IT equipment, in the event of breakage, the branch will be subject to disciplinary action by HR Department subject to investigation.

3. Upon back loading of peripheral equipment by branch to head office, they are responsible for proper packaging and completeness of equipment, Transmittal Report (TR) needs to be issued for proper documentation.

4. The IT department is responsible for delivering the said equipment 1 week after request letter has been submitted.

PROCEDURE

1. Branch Manager

    1.1. Review necessity of needed IT peripheral of the branch.

    1.2. If warranted, check all available stores in the area for the said IT peripheral.

    1.2.1. Inquire of the compatibility with current equipment and price of the said device with sample quotation.

    1.3. Prepare request letter with the following information:

    1.3.1. Date of Request;
    1.3.2. Price of the product;
    1.3.3. Reason for purchase; and
    1.3.4. Attached picture of the said device if for replacement.

    1.4. Sign request letter.

    1.5. Scan request letter and forward to Help Desk-IT Department via webmail.

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1.6. Backload the broken peripheral device to head office if warranted by IT Department to be covered by Transmittal Report (TR).

2. Technical Support-IT Department

   2.1. Receive the scanned request letter with supporting documents via webmail from BM thru Help Desk who will create ticket for the request of IT peripheral.

   2.2. Evaluate necessity of the IT peripheral and if everything is in order; forward to IT Department head for approval.

   2.2.1. If replacement of mouse and keyboard, instruct the branch to forward the item to the main office to be covered by Transmittal Report (TR).

   2.2.1.1. Upon receipt of the IT peripheral for replacement; check if replacement is warranted.

   2.2.1.2. If replacement is warranted, indicate the result of the evaluation in the face of the request letter and indicate recommendation.

   2.2.1.3. Forward request letter to IT Department head for approval.

   2.3. Upon approval of the IT Department head, ask for Approval Number from PCF Section.

   2.4. Forward Approval Number to the branch for withdrawal of the amount in the Petty Cash Fund for the approved procurement of the IT peripheral.

   2.5. Close ticket of the request for procurement of the IT peripheral.