

# SOP Template: Issuance and Distribution of Supplies to Staff

This SOP establishes standardized procedures for the **issuance and distribution of supplies to staff**, ensuring efficient inventory management, accurate record-keeping, and timely provision of necessary materials. It covers the identification of supply needs, approval processes, distribution methods, and accountability measures to optimize resource utilization and support staff productivity.

## 1. Purpose

To outline the steps and responsibilities for the effective issuance and distribution of supplies to staff, ensuring resources are available when required and tracked accurately.

## 2. Scope

This SOP applies to all departments, staff members, and relevant personnel involved in the request, approval, issuance, and receipt of supplies within the organization.

## 3. Definitions

- **Supplies:** Any consumable or non-consumable items required for staff to perform their duties.
- **Inventory Custodian:** Person responsible for managing and distributing supplies.
- **Requisition Form:** Standardized document used to request supplies.

## 4. Responsibilities

- **Staff:** Identify supply needs and submit requisition forms as required.
- **Supervisors/Managers:** Review and approve supply requests.
- **Inventory Custodian:** Maintain inventory records, process requests, and distribute supplies.
- **Finance/Procurement:** Oversee budget compliance and supply procurement when necessary.

## 5. Procedure

### 1. Identification of Supply Needs

- Staff assess supply requirements based on job functions.

### 2. Request Submission

- Staff complete a *Supply Requisition Form* specifying items, quantities, and justification.
- Requests submitted to Supervisor/Manager for review.

### 3. Approval Process

- Supervisor/Manager reviews request for necessity and budget alignment.
- Approved forms forwarded to Inventory Custodian. Unapproved requests are returned with justification.

### 4. Issuance of Supplies

- Inventory Custodian verifies availability.
- Supplies are issued as per approved requisition.
- Recipient acknowledges receipt by signing the delivery log/form.

### 5. Record Keeping

- All issued supplies are logged in the inventory system, including item description, quantity, recipient, and date.

### 6. Distribution Methods

- Supplies may be collected from the supply room or delivered to specific locations as applicable.

### 7. Accountability and Auditing

- Periodic inventory audits are conducted to ensure compliance and identify discrepancies.
- Lost or damaged supplies must be reported immediately, and an incident report filed if needed.

## 6. Documentation

- Supply Requisition Forms
- Inventory Logs
- Delivery/Receipt Acknowledgement Forms
- Audit Reports

## 7. References

- Company Inventory Management Policy
- Procurement Guidelines

## 8. Revision & Review

This SOP shall be reviewed annually or as needed to ensure continued relevance and compliance with policy changes.

## Appendix: Sample Supply Requisition Form

Item Description	Quantity	Justification	Requested By	Approved By	Date Issued	Received By
E.g. Pens	20	New staff onboarding	Jane Doe	John Smith	2024-06-08	Jane Doe