

SOP: Office Supply Procurement and Inventory Control

This SOP details the **office supply procurement and inventory control** process, encompassing the identification of supply needs, vendor selection and evaluation, purchase order creation and approval, inventory tracking and management, receipt and inspection of supplies, stock replenishment protocols, and regular auditing of inventory levels. The aim is to ensure timely availability of office supplies, optimize inventory costs, prevent stockouts or overstocking, and maintain efficient record-keeping for accountability and transparency.

1. Purpose

To establish standardized procedures for procurement and inventory control of office supplies, ensuring availability, cost-efficiency, and accountability.

2. Scope

This SOP applies to all employees involved in request, approval, purchase, receipt, storage, and issuance of office supplies.

3. Responsibilities

- **Office Administrator:** Oversees the overall process and approves procurement transactions.
- **Requesting Staff:** Initiate requests for office supplies as required.
- **Procurement Officer:** Manages vendor evaluation, purchasing, coordination, and inventory record-keeping.
- **Finance Department:** Verifies purchase requests and authorizes payments.

4. Procedures

1. Identification of Supply Needs

- Departments submit supply requests via approved forms or online system.
- The Procurement Officer reviews requests and checks current inventory levels before proceeding.

2. Vendor Selection and Evaluation

- Obtain at least three quotes for new or bulk orders.
- Evaluate vendors based on price, quality, reliability, and delivery times.
- Select vendors approved by procurement policy.

3. Purchase Order (PO) Creation & Approval

- Create PO detailing item, quantity, price, vendor, and delivery timeline.
- PO reviewed by Office Administrator and approved by the authorized approver.

4. Inventory Tracking & Management

- Record supplies in the inventory management system upon PO approval.
- Assign unique codes to items where applicable.

5. Receipt & Inspection

- Upon delivery, inspect supplies for quantity and quality based on the PO and invoice.
- Report and resolve discrepancies or damages with the vendor immediately.
- Update inventory records to reflect received items.

6. Stock Replenishment Protocols

- Establish minimum and maximum stock levels for each supply item.
- Automated alerts or manual checks trigger replenishment when stock falls below minimum.

7. Issuance of Supplies

- Supplies are issued against a requisition form or system entry.
- Record all issuances in the inventory management system.

8. Inventory Auditing

- Conduct quarterly physical inventory counts.
- Compare physical stock with records; reconcile discrepancies and investigate.
- Document audit findings and corrective actions taken.

5. Documentation and Records

- Supply Request Forms
- Vendor Quotations and Evaluations
- Purchase Orders and Delivery Notes
- Inventory Record Logs
- Audit Reports

6. Revision History

Date	Revision No.	Description	Prepared By	Approved By
2024-06-15	1.0	Document created	Admin	HR Manager