

Laboratory Administration, Part II.

Flow of Papers, Inventory, and Purchasing

Cecilia L. Bahrami and Jesus L. Lerma

The role of the Laboratory Administrator and the Laboratory Division Staff, as well as budgeting, were discussed in the first part of this article on Laboratory Administration. This second part will deal on the flow of papers, inventory, and purchasing of laboratory supplies.

FLOW OF PAPERS

In any organizational setup, the smooth flow of official papers is important for efficient operations. In the Laboratory Division Office (LDO) of the University of Santo Tomas, requests from different departments are received for laboratory supplies. For items that are not on stock, the Division places orders and receives deliveries of such orders, stores them, and issues them to the requesting party. Official requisition forms are used by all requesting units according to standard operating procedures, which are summarized below.

Requisition for supplies on stock. Official Requisition Forms (RF) for laboratory supplies are completed in triplicate, duly signed by the department head and approved by the Treasurer. The forms are forwarded to the LDO. If a sizable amount is requested, the LDO obtains clearance from the Budget Office. The LDO bookkeeper records all requisitions before forwarding these to the Laboratory Administrator for approval. Upon approval, requisition papers are turned over to the stockkeeper-in-charge for the preparation of the requisitioned supplies.

Issuance of supplies to end-users. The prepared supplies and one RF copy are forwarded to the Distribution Counter for release to the end-users. After the issuance of the laboratory supplies to the authorized representatives of the end-users, pricing of the released items is made for charging to the end-user's department. The original copy of the RF is forwarded to the University's Accounting Division. The third copy is filed in the LDO.

Purchase orders made for supplies not on stock or for stock of fast-moving items. The items needed are listed in the Official Purchase Requisition Form (PRF) with their specifications.

The PRF is signed by the Laboratory Administrator and forwarded to the Treasurer for approval. If the cost of the supplies being requisitioned is relatively high, clearance from the Budget Office is obtained. The forms are forwarded to the Purchasing Office for canvassing of materials. Based upon quality and cost of supplies, the Laboratory Administrator approves/selects from among several suppliers. The Treasurer's approval is obtained before the actual purchase is made.

Receiving deliveries. Deliveries of laboratory supplies should include the original and duplicate invoices and original Purchase Order form (POF). The stockkeeper-in-charge checks all items against the original POF. Samples are obtained for testing before approval of the deliveries. Approved deliveries are given to the end-users or are kept in the designated stockrooms. The original copies of the invoice and POFs are given to the Laboratory Division Accountant for recording and filing, and for preparation of the Receiving Report (RR) needed by the University's Accounting Division for making the payments. The RR is submitted to the Accounting Division for preparation of payments to local suppliers. It is accomplished in 7 copies for the following offices:

- a. Accounting Division - for preparation of payments
- b. Assistant Treasurer - for reference, checking, and filing
- c. Purchasing Office - for reference and filing
- d. Property Custodian - for inventory reference
- e. End-users - for reference and filing

The authors teach at UST. CL Bahrami has been Laboratory Administrator for the past three years. JL Lerma has been with the UST Laboratory Division since 1955 and is presently its Accountant.

- f. Stockroom Clerk - for recording and filing
- g. Laboratory Administrator - for reference and filing

Storage of incoming supplies in the stockrooms. Using the Laboratory Division's Official Receipt Form (ORF), the stockroom keeper lists all items delivered. The original and duplicate copies of these forms are retained by the Laboratory Division, while the triplicate copy is submitted to the University's Accounting Division for checking, recording, and filing

Student supplies. For the purpose of lending out apparatus to the students, two copies (student's and Laboratory Division's copies) of the Student Laboratory Forms (SLF) for receiving and returning of laboratory supplies are issued to each working group of students at the beginning and end of the semester. Laboratory supplies needed or returned are indicated in the forms. The student's name, signature, year and section, course, and locker number, are written in both copies and signed by the faculty member in charge. The laboratory supplies are issued and received by the LDO on the scheduled date of distribution and of returning of apparatus. The breakages incurred by the student are noted on the forms used for returning the apparatus. The LDO Clerks compute the corresponding cost of laboratory breakages and report the same to the Accounting Division for charging against the students' laboratory deposits.

Application forms for Honorable Dismissal, Transcript of Records, Laboratory Refund, and Certificates of Clearance issued by the Registrar's Office pass through the LDO for checking and verification of accounts for any possible laboratory breakages incurred. The LDO Administrator or Accountant approves the forms for laboratory clearance.

A gate pass is issued for any laboratory supply that will have to be taken out of the Main Building for use of end-users in other buildings within the University.

Other services. Service for maintenance such as carpentry, plumbing, masonry, electrical, etc., may be requested using the Service Job Requisition Form (SJRF). The form which is first signed by the Laboratory Administrator, approved by the Treasurer, is forwarded to the Maintenance Department for action. Supply Requisition Form (SRF) for office and cleaning supplies is used for requesting these materials. The request is signed by the Laboratory Administrator, approved by the Treasurer and forwarded to the Supplies Department for release of the materials indicated therein

PURCHASING AND INVENTORY CONTROL OF LABORATORY SUPPLIES

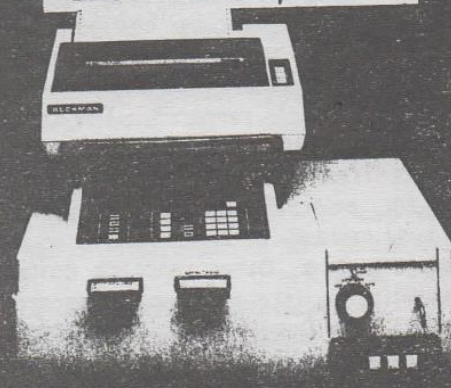
Inventory. The Laboratory Division takes charge of inventory control and maintenance. The Division keeps a perpetual inventory of all incoming and outgoing supplies. At the end of the year, a yearly consumption report is prepared. From the consumption report, the general order for the coming school year is determined.

Purchasing. The list of general orders for the incoming school year is sent to the Treasurer for approval and is forwarded to the Purchasing Office for canvassing. Quotations from different suppliers are reviewed by the Laboratory Administrator. Samples from the different suppliers are also subjected to physical and chemical tests. After approval of the sample and the price quotation, the Purchasing Office prepares the Purchase Order Form. Random sampling of the delivered supplies is made for analysis before final approval of the delivery. ❖

BECKMAN

DU* Series 60—affordable automation for routine analysis.

TO ANALYZE SAMPLES LESS THAN 50 μ L.



Contact BOIE INCORPORATED
Almanza, Las Pinas
Tels: 801-11-31 to 33

