



8. Processing of Supplies Availability Inquiry for the Status of Supplies

The supplies Availability Inquiry Form is required in the procurement of supplies in order to liquidate previous inventory of supplies before the issuance of the new procurement is approved.

Office or Division	Office of the Municipal Accountant			
Classification	Simple			
Type of Transaction	G2G - Government to Government			
Who May Avail	Employees			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
Supplies Available Inquiry (1Original & 1Duplicate Copy)		by Office/ Department		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Submit liquidated last purchase of office supplies inventory to the accounting information desk	1. Record the accomplished SAI form for transaction number	None	2 Minutes	<i>Staff In Charge</i> Office of the Municipal Accounting
	1.1. Inquire the status of stock availability for issuance and approval of status of stocks provided	None	6 Minutes	<i>Administrative Officer II</i> Office of the Municipal Accounting
TOTAL:		None	8 Minutes	