

GENERAL SERVICES DIVISION

1. Issuance of Common-Use Supplies and equipment

Distribution of office supplies and equipment as requested.

Division:	General Services Division, Supply Unit			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	PSA officials, employees and COSWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (RIS) (3 original copies)		PSAnet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Prepare/submit Requisition and Issue Slip (RIS)	1.1 Approve RIS	None	4 hours	Chief Administrative Officer
	1.2 Receive and control approved RIS	None	15 minutes	Administrative Officer I; Administrative Assistant III
2. Receive items requested	2.1 Issue available common-use supplies and materials as requested	None	45 minutes	Administrative Officer I; Administrative Assistant III
3. Acknowledge receipt of items requested	3.1 Ensure that the RIS has been signed by the requester	None	30 minutes	Administrative Officer I; Administrative Assistant III
TOTAL:		None	3 hours 30 minutes	