

<b>STANDARD OPERATING PROCEDURE</b>	<b>CODE: CF - 002</b>		<b>PAGE: 1 of 2</b>
	<b>EFFECTIVE:</b>		<b>UPDATE NO.: 0</b>
	<b>INITIATED BY: PRIMA CONSULTANT CO., LTD.</b>		<b>DEPT./SECTION:</b>
	<b>REVIEWED BY:</b>		
	<b>APPROVED BY:</b>		
	<b>SUBJECT:</b>		<b>DAILY RECEIPT CONTROL</b>

## **OBJECTIVE**

To ensure that all daily receipts are controlled and recorded properly

## **POLICY**

1. Daily receiving report with all supporting documents attached must be checked for accuracy and completeness by the Cost Controller
2. General inventory items should be received to the storeroom which has been set up for each specific inventory account. Even those items which are purchased directly by the department should be received to the relevant storerooms and then issued to the appropriate department.

## **PROCEDURE**

1. The Cost Controller should receive daily from the Receiver the following documents:
  - Receiving report
  - Original delivery dockets and/or invoices from suppliers
  - Purchase order form
 Invoice/delivery docket should have been already stapled on to the respective purchase order and receiving report by the Receiver. The receiving stamp on each invoice/delivery docket will have been signed by the Receiver and the relevant department.
2. The Cost Controller should systematically check the good received has been properly allocated in to the correct storeroom. In the case of direct allocation to an outlet/department, the signature of the Head of Department concerned must be on the receiving stamp.
3. The Cost Controller must check the unit costs stated on the invoices to approved purchase order and price listing (for market list items) provided by the purchasing department. The invoice should be checked for arithmetic accuracy.

<b>STANDARD OPERATING PROCEDURE</b>	<b>CODE: CF - 002</b>		<b>PAGE: 2 of 2</b>
	<b>EFFECTIVE:</b>		<b>UPDATE NO.: 0</b>
	<b>INITIATED BY: PRIMA CONSULTANT CO., LTD.</b>		<b>DEPT./SECTION:</b>
	<b>REVIEWED BY:</b>		
	<b>APPROVED BY:</b>		
	<b>SUBJECT:</b>	<b>DAILY RECEIPT CONTROL</b>	

4. Any variances between the quoted price on the purchase order and the received price on the daily receiving report must be investigated and any quantities received in excess of those ordered must be investigated.
5. Once verified, all documents will be sent together to Account Payable for payment proceeding.

\_\_\_\_\_  
**Chief Accountant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Financial Controller**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Finance**

\_\_\_\_\_  
**Date**