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| STANDARD OPERATING PROCEDURE | CODE: IV - 006 | | PAGE: 1 of 2 |
| | EFFECTIVE: | | UPDATE NO.: 0 |
| | INITIATED BY: PRIMA CONSULTANT CO., LTD. | | DEPT./SECTION: |
| | REVIEWED BY: | | |
| | APPROVED BY: | | |
| | SUBJECT: | | STORE DELIVERY AFTER DUTY-HOUR |

OBJECTIVE:

To establish procedures for emergency issues of stored goods necessary for hotel operations after normal store opening hours

POLICY:

1. As a rule, goods should not be issued when the storeroom is closed. However, in cases where goods are urgently needed for operations, goods can be issued with Management's approval as an exception.
2. All emergency goods issuance should be done within the presence of the Security Officer or Night Manager.
3. Emergency goods issuance should be done in accordance with the following procedures.

PROCEDURE:

1. Appropriate planning of operations and proper inventory control in the users departments will minimize the need of emergency goods issuance.
2. Departments that request emergency issuance of goods should prepare a store requisition form in the same manner as for a normal requisition and obtain an approval signature from the person authorized by the General Manager. The department head authorizing the emergency issuance should determine that the goods on the store requisition form are urgently necessary for the operation. If an emergency requisition is required due to improper inventory control or failure to observe the official storeroom hours, appropriate guidance to improve such situations should be given.
3. The person in charge of filling the requisition will go to the key custodian such as the security office and fill out the key control sheet with the storeroom name, time and department name.

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4. A Security Officer and the Night Manager should accompany the requesting person into the storeroom to observe the issuance. No entry to the storeroom should be allowed without the attendance of a Security Officer and the Night Manager. By the same token, entry by the Security Officer or Night Manager alone is not allowed. After picking up the goods requested, the Night Manager should record the quantity on the requisition form and sign in the space for the issuer
5. The Security Officer should note the emergency issue in the logbook maintained in the store room and place the original copy of the store requisition in a designated place, then lock up the store rooms. A copy of the storeroom requisition is kept by the person receiving the goods.
6. On the following day, the Storekeeper will check whether or not there were any emergency issues; if any, the emergency requisition information should be reviewed by the storeroom staff and posted into the inventory system. The original of the store requisition will then be forwarded to the Cost Controller.
7. If emergency requisitions by the same department are frequent, measures for improving the situation should be discussed by the Department head with the Financial Controller.

Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date