

National Sun Yat-sen University

Operating Procedure of Storage Management

Set 10/30/1997

1st Revise 3/1/1999

2nd Revise 12/31/2007

3rd Revise 8/2/2010

Expiration Date: Forever

Number : GAOP-3-04-08ZZ

Completed By : Property Management Division of General Affairs Department

1. Purpose

This operating procedure is established for purchase, maintenance, usage, management in a manner that waste of resource shall be avoid, products could be used completely for assisting in teaching, research and service.

2. Reference

This guideline is established according to Property Management Handbook and also National Sun Yat-sen University Guideline for the Management of Properties.

3. Guideline

(1) General principle

a. The classification is done as below.

Classification	Type	Name	Guideline
Product	6	Non-consumable	Refers to the goods that are not classified as property. Firm and not quickly wear out like office equipment, catering equipment and furnishing equipment etc.
	7	Consumable	Refers to the goods that could be wear out or used up, like office supplies, papers and sanitation supplies etc.

b. Product purchase

Refers to the usage before and estimate the quantity demanded for next year. Schedule a budget and procurement plan one month before the coming year.

c. Acceptance and registration

- I. Check and accept the products see if the quantity and quality are matching.
- II. After acceptance, the purchase department shall prepare relevant information of expenditure voucher and send to Accounting and Statistics Office for payment procedure. The registration of new product then be done by the Property Management Division.
- III. Please attach duplicate copy on Form of non-consumable Increase if the value of non-consumable is more than NT\$3,000 but less than NT\$10,000 and when performing a report. The Product Management Division will manage the record after approval. The unit of maintenance is responsible for the safe-keeping.
- IV. The Forms of non-consumable Increase are to be kept each by the Product Management Division and the unit of maintenance as for evidence.

d. Guideline for product safe-keeping

- I. Products shall not be stored in storeroom without acceptance and approval.
- II. Consumable and non-consumable products shall be stored separately.
- III. Property number shall be given to each product. See below for how property numbers and tags are assigned.
 - A. Property numbers for consumables should be as concise as possible, including authority name, English letters classification and numbers assigned. The numbering tag shall be stick onto the banner above the storage compartment. No need to numbering tag the property.
- IV. The numbering is the same as for non-consumables, but indication of purchasing date is needed. If necessary, an ordinal number could be added at end of the numbering. The

numbering tags shall be applied onto the products.

V. The quality of numbering tag is concerned. Metal or plastic material may be used in necessary.

- e. Bulk or big size products shall be located in warehouse or storeroom where they could be piled up.
- f. Use bin to storage the products that are generally used. The location of bins shall be easily accessed.
- g. Products shall be located nice and neat according to types, features, size and quality.
- h. The size of the storeroom shall be chosen according to the amount of products and may not be too narrow.
- i. The storeroom shall be firm, try, and ventilate to avoid corrosion and mold. Fire equipment and alarm are needed for safety purpose.
- j. Smoking are prohibited in storerooms. Others are not allowed to enter the storeroom without permission, except assignees. The operating method and instructions shall be applied on fire equipment like fire extinguisher, fire grenades, etc. Cables shall be checked frequently to avoid fire.
- k. The storage of dangerous goods, medicine and chemicals shall be separated from general products. Warning labels are needed and the location shall be checked frequently to avoid accidents.
- l. Appropriate outdoor location shall be chosen for products listed below. The safety precaution shall be taken into account.
 - A. Over-size and weight, not easy to store or move
 - B. Good in package, not affected by weather or those are going to be distributed in short period
 - C. Disposals
- m. Distribution of products
 - I. For consumables, each department (user) shall fill out Item Disbursal Application Form and apply from the management

division

- II. The management division refers to the usage previously and approve for the disbursement according to inventory.
 - III. The disbursal application form with applicant's signature shall be approved be supervisor of the department. It then be sent department of property management for approval and disbursal.
 - IV. The distributor who receives the disbursal application form shall check and found no error before distribution.
 - V. The property distribution shall be followed by first-in-first-out behavior to avoid deterioration.
- n. Safe-keeping of products
- I. The department of property management shall frequently check the acceptance, distribution and inventory of all departments.
 - II. Auditing on non-consumable products shall be done at least once a year and records shall be completed. The operating procedure for auditing is to be announced.

(2) Notices

- a. The products that could be distributed from the storeroom of Property Management Division are recognized as consumables.
- b. The life time of non-consumables shall be classified according to the ones similar in standard classification. If no records are found, the school shall make the decision according to its material, performance, structure, usage and the user's opinion.
- c. Newcomers (including teachers and staff) could claim for office supplies like scissors, stapler, if in need, red ink paste used for seals, tea cups etc. Teachers could claim for desk and chair, as well as cupboard.
- d. If found no stock, user/s could claim the product at a later time.
- e. In order to save fund, the products shall be used sparingly and for official use only, not for private use.

- f. For the departments that have commercial cost scheduled, are not allowed to claim supplies from Property Management Division except unified printing of forms, envelope and sanitation supplies.
- g. The following notices shall be followed for product claim and purchase.
 - I. Despite the circumstances of restrictive competition, products shall be considered and purchased according to the quality, feature and efficiency.
 - II. It is better to have school logo the products chosen.
 - III. The purchasing officer shall handle purchase requisition according to approved products without undue delay. Make sure the products purchased (types, specification, quantity, etc.) are the same in the purchase requisition form.
 - IV. The purchase shall be carefully handled for those that could be affected by weather physically or chemically.
 - V. The purchasing department shall take into consideration of purchasing plan and budget. After approval, vendors with centrally agreed contract according to central purchasing, green purchase, and disability institute or group of disability are taken into primary consideration.

(3) Others

- a. The administrator of Property Management Division has the right to audit inventory and distribute products accordingly.
- b. For the departments that have relevant commercial cost scheduled, are not allowed to claim products from Property Management Division for cost control purpose.
- c. No relevant distribution will be given to personnel under research project in which any costs shall be cover in the project plan.

4. Operating procedure

This procedure is separated into three parts, product purchase, safe-keeping and distribution.

- (1) Operating procedure of product purchase
 - a. Annual purchase plan be scheduled by Property Management Division → Application of product purchase
 - b. Insufficient inventory: purchase requisition → approval → purchase → delivery of goods → final report → end
 - c. All department can claim products purchased.
 - I. Consumables: purchase requisition → approval → purchase → delivery of goods → final report → end
 - II. Non-consumables: purchase requisition → approval → purchase → delivery of goods → final report (attach Form of Non-consumable Increase) → Review → record → end
- (2) Operating procedure of product safe-keeping
 - a. In stock → classification → put on shelf → claim & distribute → monthly inventory check (enough stock) and schedule monthly receive and distribution report → report submission and approval → end
 - b. (insufficient stock) application of product purchase → same as for operating procedure for product purchase
- (3) Operating procedure of product acquisition
 - a. Product acquisition: fill out Item Disbursal Application Form → approval from supervisor (department which acquires the product) → send to Property Management Division for approval (if requirement not met → approval reject → end) → product acquisition → monthly receive and distribution report → report submission and approval → end
 - b. Schedule report: End of each month → organize monthly statistics of all department product acquisition → report 10 days before the coming month → dispatch letters to supervise of all department → end

5. Attachment

- (1) Form of The Disposal of Expenditure voucher and Expenditure

Application Form

(2) monthly receive and distribution report

(3) Item Disbursal Application Form

(4) monthly statistics of all department product acquisition

(5) Form of non-consumable Increase

6. Reference

(1) Property Management Handbook

(2) National Sun Yat-sen University Guideline for the Management of Properties