



KENYA UTALII COLLEGE, NAIROBI

PROCEDURE FOR STORES MANAGEMENT (KUC/QMS/R/48)

AUTHORIZATION:

Procedures for Store Management are issued under the authority of:

ISO (QMS)MANAGEMENT REPRESENTATIVE

SIGNATURE

Liben

**KUC QMS
MANAGEMENT
REPRESENTATIVE**

DATE

23/08/2024

PROCESS OWNER: DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT

SIGNATURE:

[Signature]

**SUPPLY CHAIN MANAGEMENT
OFFICER (STORES)
KENYA UTALII COLLEGE**
23/08/2024
SIGNATURE: NAIROBI

DATE:

23/08/2024



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RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDSCM



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DOCUMENT DETAILS

1.	Section A: Quality Objectives	
2.	Section B: Procedures	
		Title
		Purpose
		Scope
		Reference
		Terminology
		Responsibility
		Input
		Methods
		Output
		Records
3.	Section C: Opportunities	
4.	Section D: Risks	



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SECTION A: QUALITY OBJECTIVES

OBJECTIVE	ACTIVITIES	RESOURCES.	RESPONSIBILITY	TIME FRAME.	KEY PERFORMANC E INDICATORS.
To manage store inventory on daily basis	<ul style="list-style-type: none">• Placing order for storable items• Storage of storable inventory• Issuing of storable inventory	Competent Personnel LPO	DDSCM	Continuous	Optimal stock
Receipt of Quality goods and Services	<ul style="list-style-type: none">• Receiving of goods	Competent personnel Specifications	DDSCM	Continuous	Quality goods received.



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1.0 PROCEDURE FOR STORES MANAGEMENT

2. PURPOSE

The purpose of this procedure is to provide guidelines on stores management

3. SCOPE

The procedure will cover ordering, receiving, storing and issuing of goods/inventory

4. REFERENCES

Public Procurement and Assets Disposal Act, 2015
Public Procurement Regulation, 2020

5. TERMS AND ABBREVIATIONS

DDSCM-Deputy Director Supply Chain Management.
LPO-Local Purchase Order
SRN-Store requisition note
GRN- Goods Received Note
ERP- Enterprise Resource Planning

6. RESPONSIBILITY

DDSCM- Deputy Director Supply Chain Management

7. INPUTS

Competent Personnel
LPOs
Specifications



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8.0 METHOD

8.1 RECEIVING OF STORABLE GOODS

- 8.1.2** The DDSCM shall retain the relevant LPO copy.
- 8.1.3** The goods shall be received and verified by the Inspection and Acceptance Committee/Receiving Team.
- 8.1.4** The DDSCM shall record discrepancies in the Discrepancy Register.
- 8.1.5** The goods received shall be record in the Goods Inwards Register and Goods Received Note will be generated.
- 8.1.6** For consignment goods, the goods shall be installed and Commissioned and tested before acceptance.
- 8.1.7** Rejected goods/ consignments shall be indicated in the Goods rejected form.
- 8.1.8** Received goods shall be posted in the ERP system.
- 8.1.9** Perishable goods shall be taken directly to the user departments.
- 8.1.10** The DDSCM shall forward the invoices and GRN for processing within three (3) working days.

8.2 STORAGE OF GOODS

- 8.2.1** All storable goods shall be stored in their respective stores.
- 8.2.2** The stock levels for each storable commodity shall be monitored.
- 8.2.3** All goods in the storehouse shall be labeled for ease of identification.
- 8.2.4** Stock-checking shall be done monthly to harmonize physical and system balances.



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8.2.5 Stock reconciliation shall be carried in case any variance is detected.

8.2.6 The Purchase Requisition with specifications shall be raised when stock items reach the reorder level.

8.4 ISSUANCE OF INVENTORY

8.4.1 The DDSCM shall receive the stores requisition note.

8.4.2 The goods shall be issued as per SRN and recorded in the Goods Issued Register.

8.4.3 The details of returnable goods shall be registered and marked to be returned.

8.8 DISPOSAL AND WRITING OFF STORABLE INVENTORY

8.8.1 The DDSCM shall initiate the disposal of obsolete inventory.

8.8.2 The DDSCM shall maintain a record and segregate all storable inventories awaiting disposal.

9.0 OUTPUTS

Optimum stock levels

Quality goods received

10. RECORDS

- Credit Memo
- Goods Received Note
- Store Requisition forms
- Return to stores



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- Purchase requisition Form
- Goods Inwards register
- Delivery discrepancy registers
- Goods issue register
- Goods rejection forms
- Inventory transfer forms