

<b>TITLE OF SOP:</b>			
Number of pages:		Procedure Number	
Prepared by:	Date:	Approved by:	Date:
Designation		Designation	

## Completing the requisition and issue voucher

<b>Task</b>	Completing the Requisition and Issue Voucher
<b>Completed by</b>	Pharmacist and Storekeeper or person in-charge of the health unit and the issuing authority at the supplier side
<b>Purpose</b>	To requisition for and to issue drugs and supplies
<b>When to perform</b>	Periodically when ordering for drugs and supplies. The form should be filled in triplicate.

### Activity 1: Filling in the Voucher heading information

Step	Action	Notes
1	<b>Request From:</b> Enter the <i>Name</i> of the unit making the order, <i>the District or Sub-District</i> and <i>Code number</i> of the facility placing the order. Enter the <i>Signature</i> of the In-charge or person writing the order. Enter the <i>Request number and date</i> for this voucher.	The Request number starts at "1" each year.
2	<b>Name of Store:</b> write the name of the store or supplier to whom the order is directed,	Leave the space for <i>Voucher Number</i> free. It is filled by the supplier.

### Activity 2: Filling in the order quantities

3	<b>Folio Number:</b> Enter the official number of the product as written in the supplier's catalogue.	In case there are pre-printed forms of the supplier the number will appear on the form. If unsure about the number, you can leave it blank.
4	<b>Description of the product:</b> Enter the full description of the product you wish to order.	Example: Chloroquine injection 200mg/5ml ampoule
5	<b>Unit cost:</b> Enter the unit cost for each item. Ensure that unit pack matches the unit price.	Use the official price list or catalogue from the supplier.
6	<b>Current Balance:</b> Enter the quantity of the product you currently have in stock.	If your stock cards are up to date, you just write the last balance on the stock cards,. If the stock cards are not up to date, you should do a physical count to ensure that this information is accurate.
7	<b>Quantity required:</b> Enter the quantity of the item you wish to order.	If it is a routine ordering follow the principle of top up to the maximum quantity. Also refer to the SOP on how to calculate the AMC and quantity to order.
8	<b>Line cost:</b> Enter the line cost for each product	The line cost is obtained by multiplying the unit cost with the quantity required: Line cost = quantity required x unit cost If you do not know the unit cost, you could still submit the order.
9	<b>Authorized Amount:</b> Once all of the products to be ordered have been entered on the voucher, enter the total of the line costs.	

Review Date:					
Date Reviewed:					
Signature:					



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**Activity 3: Authorization: To be completed by the In-Charge and any other authorizing person**

10	<b>Authorized by:</b> Enter the <i>Name</i> of a higher authorizing person, the person's <i>Function</i> , and <i>Signature</i>	This portion of the voucher header is filled in when it is required by regulation that a higher person authorizes the order, e.g. a member of the health unit's management committee or the head of the health sub-district. The function of the authorizing person refers to the title of the authorizing person in relation to his activities at the health unit.
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**Activity 4: Filling in the amounts issued: To be completed by storekeeper at the issuing facility (Supplier's Store, District, Sub-district, etc)**

Step	Action	Notes
11	<b>Voucher number:</b> Enter the document number for the voucher	This is the number to be quoted when transferring the information to the stock card
12	<b>Quantity issued:</b> Enter the quantity of the item issued	
13	<b>Unit cost:</b> Enter the unit cost for each item. Ensure that unit pack matches the unit price	
14	<b>Line cost:</b> Enter the line cost for each item	The line cost is obtained by multiplying the unit cost with the quantity issued: Line cost = quantity issued x unit cost
15	<b>Total costs:</b> Enter the sum of the line costs of the items issued	
16	<b>Issue date:</b> Enter the date of the transaction	Issue date included on the Form
17	<b>Authorized signature:</b> Enter the signature of the issuing officer	This may be the storekeeper at the Supplier's Store, the District or the Sub-District

**Activity 5: Receiving the goods: To be completed by the person who has received the goods or the person in charge of the store at the receiving facility.**

18	<b>Receipt date:</b> Enter the date on which the goods are received	
19	<b>Name and signature:</b> Enter the name and signature of the person who has received the goods.	Before signing ensure that: <ul style="list-style-type: none"> <li>➤ The right items have been received</li> <li>➤ The quantities are correct</li> <li>➤ The products are not expired</li> <li>➤ The cost calculations are correct</li> </ul> If there are any of these discrepancies make a note on the form itself and both the person delivering and the person receiving should sign against the note.

**Activity 6: Updating the Stock Card: To be completed by the person who has received the goods or the person in charge of the store at the receiving facility.**

20	<b>Update the stock card as appropriate:</b> Enter the transaction information (date when the stock card is updated, the quantities of items received, updated balance on hand, and the name and signature of the person who conducted the transaction.	Refer to the SOP "Completing the Stock Card"
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