Job Analysis and description of Property Clerk

## RECEIVING SUPPLY AND EQUIPMENT FROM EDUCATION OFFICE:

a. Receive the supply and equipment from Camp 1.

- b. Check the item received and sign the requisition "Heceived" and the date.
- c. Store the supply and equipment in the stockroom,
- d. Forward the Requisiton for Material and Supply" form to the principal for the item received.
- e. File the "requisiton for Material and Supply" for under the file Requisition Received.
- f. Record all item separately in the inventory sheet.
- g. Notify the respective teacher for any new supply or equipment received.

### RECEIVING REQUISITON OF CLASSROOM SUPPLIES FROM TEACHER:

- a. All teacher "Requisition for Classroom supplies" must be sign and put in the requisition box not later then riday of each month for classroom month supplies.
- b. All requisition are forward to the principal for approval before been issue.
- c. Requisiton of Classroom supply items are check and delivered to the respective teacher. Teacher must sign under "Received item in column headed delivered" when items are received.
- d. Extra supply must be approved by the principal.

# RECORDING OF REQUISITON FOR CLASSROOM SUPPLIES AFTER DELIVERED.

- a. Record the item delivered separately in the inventory sheet with the teacher name and the date delivered.
- b. Tabulation of the supplies used and the baance on hand at the end of the month.

### RECORDING OF REQUISITION FOR CLASSROOM EQUIPMENT AFTER DELIVERED:

a. Record the item delivered separately in the teacher inventory sheet. All non-expendable equipment will be attach to the teacher non-expendable inventory on file.

#### HONEEXPENDABLE INVENTORY:

- a. Keep all record of all equipment issued to the Poston 11 School.
- b. Non-expendable inventory checkup reguarly.
- c. Classroom inventory checkup reguarly and secure teacher signsture on the Inventory form.
- d. Any transfer or equipment must be approval by the principal.
- e. "Receipt for Property " must secured for all transfer or loan to other department or person in charge with the principal authorization.

# SECURING SUPPLIES AND EQUIPMENTS FROM THE MARRHOUSE: 91/1/1/1/1/1/1/1/

- a. Request for supply and squipment.
- to. Fill out the necessary item request on the (WRA) requisiton form and forward to the principal.
- c. Secure the principal signature.
- d. Secure the Dir. of Education signature for approval.
- e. Forward the "Requisition for Material and Sumplies to the Property Control Office for Doc. # and OF signature
- f. Go the Transportation and secure a truck.
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