

1. **Title:** *Good and Service Acceptance*
2. **Purpose:** *To explain the procedure to be followed in the faculties, in respect of accepting goods and services to the faculty, when supplied by the suppliers.*
3. **Overall Responsibility – Monitoring:** *Dean of the faculty*
4. **Overall Responsibility – Implementing:**
 - a. Designation: *Heads of Departments, Divisions, Directors of the Centres/projects etc, SAR, AB of the faculty*
5. **The Procedure:**

Step	Responsibility
1. Completion of the Indent and copying a copy of the Indent to the Dean's Office, to the MA who's handling the procurement subject and to SK.	AB, AC/01
2. Appointing a committee for good/ service acceptance and informing the SK	Dean/ Chairman RPC, SAR, DS-08, SK
3. Communicating the receipt of goods to the stores to the SAR and the Good Acceptance Committee when supplier supplies goods.	SK
4. Performing the good/ service acceptance.	Chairman and other two members of the GAC
5. Placing the GRN if the good acceptance is completed and duly signed and forwarding to the respective department/division/centre/project to place the Inventory/ Service Certificate (for consumables) or the Fixed Asset Certificate (for equipment).	SK
6. Placing the Inventory/ Service Certificate (for consumables) or the Fixed Asset Certificate (for equipment) and forwarding to the Accounts Division along with the Recommended Payment Voucher and all completed supporting documents.	Heads of Departments/Divisions, Directors of Centers and projects, Inventory handlers in the faculty
7. Checking the Payment Voucher and reconciling with the supporting documents and forward for the approval of the Dean/ DR/ Registrar/ Vice Chancellor.	AC/01
8. Certifying the Payment Voucher after obtaining proper approval and recommendation - as per the delegated certification limits	AB
9. Placing the cheque for payment for supplied items.	AC/01
10. Signing the cheque – as per the delegated signatory limits	Dean/ SAR and AB

***Abbreviations:**

SK, Store Keeper

AC, Accounts Clerk

DR, Deputy Registrar
SAR, Senior Assistant Registrar
AB, Assistant Bursar
BK, Book Keeper
GAC, Good Acceptance Committee
GRN, Good Receive Note

Declaration by the Monitoring Responsibility

This SOP was reviewed on and observed to be adequate and acceptable/
or following revisions are suggested

- a.
- b.
- c.

Date: 21/3/2023

Signature: 

Designation: DEAN FDS UoP

DEAN
Faculty of Dental Sciences
University of Peradeniya