	<b>RESOURCE LIBRARY</b> <b>Inventory – Receiving – Cost Control</b> <b>Emergency Store Requisition</b>	<b>CODE:</b> 05.02.007
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## PURPOSE 目的

Emergency requisitions should not happen as Department Head are required to plan their inventory needs on a regular basis. However, in view of not jeopardizing the hotel's operations, emergency requisitions are accepted but to be minimized.

紧急库存申请不应该发生因为每一个部门领导应该计划好他们的常规库存需求。但是，为了不危机酒店的运营，紧急库存申请是被允许的只是要降低该发生率到最低水平。


## POLICY 程序

### EMERGENCY REQUISITION DURING STORE OPERATING HOURS 仓库运营时间内的紧急申请

- The store requisition form must be completed and duly signed by the requestor and Department Head (or in his/her absence, his/her designated representative).  
库存申请表必须完整填写并由申请人和部门领导签字确认（或是在部门领导缺席的情况下，他/她的指定代表）
- The store supervisor/clerk will stamp the store requisition form as 'emergency requisitions' before issuing the items listed in the form.  
仓管员会在发放申请物品前，在申请表上盖章“紧急申请”。
- When the items have been completely issued, the issuer and receiver must sign the form as a form of acknowledgement of the goods received.  
当物品完全发放后，发放人和收货人必须在表中确认签收。

### EMERGENCY REQUISITION AFTER STORE OPERATING HOURS 非仓库运营时间内的紧急申请

- Following the steps above.  
实行上述步骤。
- After operation hours, the Manager/Executive on Duty (MOD or EOD whichever is applicable) is assigned with the security personnel to enter the store to issue the requisition together with the requestor.  
在非运营时间，值班经理和保安部的一名员工将同申请者一起进入仓库。
- The key(s) kept at the security office in sealed envelope must be witnessed by the MOD/EOD during the opening of the envelope. The MOD/EOD will sign as the key(s) requestor, whereas the security office will sign as the issuer in the Key Control logbook.  
钥匙会在盖章密封的信封内存放在保安部，必须在值班经理的监督下打开该信封。值班经理将作为钥匙申请人签字，保安部作为发放者在钥匙领用日志里签字。
- When the items have been issued, the issuer in this instance is the MOD/EOD. The security officer will be the witness and he's also required to counter-sign in the store requisitions form as the witness.  
当物品发放时，在这里值班经理作为发放者，保安部人员将作为目击证人并在库存申请表上签字作证。
- When the key(s) of the store is returned to the security office, a new envelope must be used to seal the key(s) and signed on the flap of the envelope by the MOD/EOD. The Key Control logbook must be correspondingly updated.

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当仓库钥匙归还至保安部，新的信封必须被使用，盖章密封此钥匙，在信封上值班经理要签字。钥匙领用日志要随之更新。

- The store requisitions form will be deposited into a box outside the store, which would be processed by the store supervisor/clerk on the next working day.  
库存申请表会被投放在仓库外的一个箱子内，第二个工作日由仓管员开启。
- Before processing the emergency requisitions, the store supervisor/clerk will stamp the form with “emergency requisitions”.  
在审阅紧急申请之前，仓管员会在“紧急申请”表上加盖印章。

#### **DOCUMENTATION** 存档

- At the end of each accounting period, the store supervisor is required to list out emergency requisitions by departments and amount for the Finance Controller to be perused.  
在每个会计期间末，仓管员要列出按照部门排列的紧急申请清单和数量供财务运营副总监审阅。