	RESOURCE LIBRARY Inventory – Receiving – Cost Control Storeroom Requisition	CODE: 05.02.012
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PURPOSE 目的

Ensure that inventory items are issued only for authorized purposes.

确保库存物品只有在被批准的情况下发放。

Provide documented input to the accounting records to reduce inventory and charge to departmental costs.

制作相关会计记录及时减少库存，并对相关部门提及成本费用。

POLICY 程序

- The Storeroom Requisition Operating Guidelines contain the responsibility of all departments/staff concerned in processing the stores requisition until the supplies are issued.
仓库申请运行规范指导包含所有部门/员工都有责任遵循，直到整个物品的申请和发放结束。
- All storeroom requisitions/issues must be supported by a duly completed, authorized and approved requisition form. No issues must be made without the approved requisition form.
所有仓库的申请/发放必须要有填写完成、已获授权及批准的申请单做依据。没有已获批准的申请单决不可发放任何物品

The following pre-numbered forms must be used by the respective departments:

以下带有序号的表格必须由各自部门使用：

Form表格

Storeroom Requisition

仓库申请

Types of Supplies供应种类

Food 食品

Beverage酒水

Operating Equipment运营设备

Housekeeping Supplies客房用品

Stationery & Office Supplies办公用品


Sundries/General 常用物品

- Please ensure that a different form is filled for different types of supplies.
请确保有不同的表格提供给不同类型的供应品填写
- In general, the storeroom requisition form contains the following information and must be duly completed at all times.
一般来说，仓库申请表格应包含如下信息并且必须任何时候都完整填写

TO BE COMPLETED BY

由.....完成填写

- Department / Section Requesting Department / Section.
部门/申请部门/分部门
- Date - Requesting Department / Section.
日期——申请部门/分部门
- Quantity Requested - Requesting Department / Section.
需求的数量——申请部门/分部门

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- Description - Requesting Department / Section.
描述——申请部门/分部门
- Quantity Issued—Storekeeper.
发放数量——仓管员
- Unit Cost - Storekeeper.
单价——仓管员
- Total Cost - Storekeeper.
总价——仓管员
- Account Code No. - Storekeeper.
单据编号——仓管员
- Filed By - Requesting Department / Section.
存档于——申请部门/分部门
- Approved By—Department Head/Assistant (authorized).
批准人——部门经理/副经理（授权人）
- Issued By - Storekeeper.
发货员——仓管员
- Received By - Authorized Staff (Department/Section).
收货员——获授权的员工（部门/分部门）


1. **STOREROOM REQUISITION FORM** **仓库申请表格**

- The Storeroom Requisition Form in three (3) copies is a pre-numbered form used to substantiate request(s) to obtain the required supplies from the storeroom.
仓库申请单是带有序号的三联制表格，用以证明从仓库获得申领的物品的需求

In order to facilitate issuance of the requested supplies, the following guidelines must be adhered strictly by the staff concerned (department/section), without exception.

为了便于申领的物品的发放，相关人员（部门/分部门）必须遵守以下规则，绝无例外。

- Ensure to complete the requisition information indicated on the requisition form.
确保完整填写申请单上标注的信息
- To avoid combining different storeroom supplies in one requisition form. The requested supplies indicated on the storeroom requisition form must be confined to items of same nature only.
避免不同的库存物料在同一张申请单上。在申请单上填写的所需物品必须仅限同一属性的
- To ensure that any alteration or amendments made on the requisition form either, quantity requested, description, etc. are duly approved/initiated by the Department Head and/or his assistant.
确保申请单上任何的更换或修改，无论是需求的数量，还是描述等等，均已充分获得其部门经理及/或他的助理的批准/发起
- To submit the duly completed and approved requisition form to the store before the scheduled storeroom operation hours.
在仓库计划营业时间前上交完整填写并已获批准的申请单

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- The Department/Section head or staff concerned is responsible to determine the daily supply requirements in carrying out the stocks from the storeroom. Avoid excessive requisition of supplies, which will result to overstocking, unfavorable distribution in accounting cost or departmental operating expenses etc.
相关的部门/分部门经理或员工负责决定将每日供货需求的存货从仓库搬离。避免过量的供应申请，这样会导致过量库存，不利于财务成本控制或部门运营成本等等

2. **ACCOUNTING GUIDELINES IN ISSUING STOREROOM SUPPLIES**

发放仓储物料的财务指导原则

- The guidelines in issuance of storeroom inventory supplies define the functions of the staff concerned in processing the issues based on the duly completed and approved Requisition Form.
仓库库存物料发放的指导原则根据完整填写并已获得批准的申请单定义了相关员工申请发放物品的功能
- The storeroom operating hours must be fixed and approved by the Executive Office in order to facilitate issuance of supplies to the respective departments accordingly.
仓库的运营时间必须是固定的并需经行政办公室的批准，目的是方便给相应的各部门发放供应品


STOREROOM OPERATING INSTRUCTIONS

仓库运营简介

The following storeroom operating instructions must be adhered by the storeroom personnel and department/section staff concerned:

仓库人员及相关部门/分部门的员工必须遵守以下仓库运营简介：

- Upon receipt of the store requisition form(s), ensure that the form is duly completed, signed, approved by the respective Department Head.
在收到仓库申请单时，确保单据是完整填写、有签字及有部门经理批准的
- Once the requisition form is in order, issue the required supplies accordingly. The issued quantity must tally with the quantity indicated on the space provided for “quantity requested”.
一旦受理申请表，相应的物料将发放。发放的数量必须与申请单中填写的“需求数量”吻合
- Ensure to indicate “NS” (No Stock) on the space provided for “Quantity issued” if unable to issue the requested items due to unavailability of stock . It is also required to draw a line or cancel the space provided on the “Unit Cost” and “Total Cost”.
确保在因无库存而无法发放所需求的数量时在“发放数量”空格处填写“NS”（无库存）。同时在“单价”及“总价”空格处画一条线或划叉
- To cancel the unused space(s) of the requisition form by writing “Z” in order to close the transaction.
在申请单上未使用的空格处划“Z”以表示交易结束
- To ensure the accuracy of issuance by double checking the completed requisition form and the issued items.
重复核对发放的物品与申请单以确保发放无误
- To ensure that the staff concerned receiving the requested/issued items acknowledges receipt by signing his/her name on the “Received By” space provided in the requisition form.

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确保相关员工在收到其申请/发放的物品时，在申请单的“收货人”处签字确认

- Ensure that the staff concerned issuing the supplies signs his name on the “Issued By” space provided in the requisition form.
确保发放物品的员工在申请单的“发货人”处签字
- To detach the requisition form (user department) and forward it together with the issued items to the authorized staff receiving the supplies.
将申请单中使用部门保管的一联连同发放的物品一并交给获权收货的员工
- The empty bottle of wine (only imported sprits and liqueur) should be exchange to storekeeper when received full bottle.
空的酒瓶（仅进口酒及烈性酒）需交还仓管员以用来交换新的瓶装酒
- The store requisition for bottle wine which is sold to guest already must attached Report of "Full Bottle Sale" for reference.
已售给客人的瓶装酒的申领必须附上“整瓶销售”报告以作参考

QUANTITIES ISSUED

发放数量

The “quantity issued” indicated on the completed requisition form (three copies) must be cost based on the FIFO (First in, First out) method of costing. Ensure to multiply the quantity issued by the unit cost to arrive at the total cost of the item and all the cost must be totaled.

申领单（三联）上填写的“发放数量”的成本核算必须依据先进先出的成本核算方式。确保每项的总成本是发放数量乘以单价所得并且所有的成本必须加总

- Based on the requisition/issue form, post the quantity issued to the “bin card” in the following manner.
根据申请/发放表，将发放的数量以以下的方式输入“存货卡”
 - ⇒ Issues (Quantity). 发放（数量）
 - ⇒ Stock Balance (Quantity). 库存剩余量（数量）

EMERGENCY STOREROOM ISSUE AFTER NORMAL STORE HOUR

仓库下班后的紧急需求

- If urgency arose to enter the storeroom for emergency requisition, issues of supplies, refer to ‘Emergency Store Room Requisition’ policy.
紧急情况下因紧急申请、发放物品而需进入仓库时，依照“紧急仓库申请”政策执行