

# Supply Expeditor

# ***Guam Community College*** **Materials Management**

## ***Standard Operating Procedures*** **Supply Expeditor (SE)**

**Objective:** The objective of this Standard Operating Procedure (**SOP**) is to document the procedures to provide the college with an efficient and consistent way in the receiving and delivery of equipment and supplies needed to support the operations of our students, faculty and staff of Guam Community College.

**Scope:** This SOP establishes the criteria for receiving and delivery of equipment and supplies for each respective department and satellites for the college.

**Applicable:** All Materials Management staff will be responsible to support this area to ensure equipment and supplies are received to support the college.

**Sections:** **Section 1:** Receiving and Deliveries process

**Section 2:** Returning Materials

**Section 3:** Other Duties

**Section 4:** Acronyms

**SECTION 1 - Receiving and Deliveries Procedures**

1. Receive any incoming delivery from vendors.
2. Pull out Procurements copy (Yellow Form) of PO form from file cabinet located in the Buyer's office and verify items ordered and items delivered.
3. Ensure Invoice for delivery matches Items being delivered by vendor, **prior to** vendor leaving.
  - a. In the event there is any **backorders (BO)**, ensure that you inform the vendors of such backorders before vendor leaves.
  - b. Annotate BO on PO and indicate the *date you received* the items on the PO as well.
  - c. If the purchase is fully received complete, use the "**RECEIVED**" stamp and stamp directly below the "**Ship To**" address, then take the "**COMPLETED**" stamp and stamp right below the "**RECEIVED**" stamp. Notate the date in the RECEIVED stamp area provided of date received. Sign your initials next to these stamps.
  - d. Stamp the vendor's **INVOICE** with *your* assigned Materials Management RECEIVED STAMP. *Initial this* as well! (See MMO RECEIVED STAMP sample).



**GUAM COMMUNITY COLLEGE**  
 Bill/Ship TO MATERIALS MANAGEMENT SECTION  
 P. O. Box 23069 GMF  
 Barrigada, Guam 96921-3069  
 1 Sesame St. Mangilao, Guam 96913  
 Website: www.guamcc.edu  
 Email: materialsmanagement@guamcc.edu  
 Phone: 671.735.5540/1/2 Fax:  
 671.734.5238

Purchase Order Number  
 P1500696  
 Issue Date: 02/24/15  
 Delivery Date: 02/24/15

Vendor:  
 B00139409  
 Standard Office Supply  
 654 Marine Corps Dr  
 Barrigada GU 96913

Ship To:  
 Materials Management  
 PO Box 23069 GMF  
 Barrigada

**RECEIVED**  
*[Signature]*  
**COMPLETED**  
 27 Feb 2015

This Purchase Order Number must appear on all packages, shipping papers, correspondence, and invoices pertaining to the order. Please supply promptly the articles below or services. All invoices and statements must show the purchase order number to avoid delay in payment.

24 hour notice for large deliveries is recommended. Please call 671.735.5525 to make arrangements.

Billing Instructions: Send certified invoice with three (3) copies to Bill/Ship to address only.

Shipping Instructions: Make sure Bill/Ship to address appears on the crate or package. Invoice must accompany shipment.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
1	3007 Office Supplies Laser Jet Toner (CF280a) *****For Internal Use Only***** Requestor: Irene Santos(SSS) Supplies: 7240 FOAP: 01-7210-7240-44	Rec'd 27 Feb 2015 2.00	EA	142.1000	284.20

**SECTION 1 - Receiving and Deliveries Procedures**

2/27/2015  
 Cashier: Pol  
 Page



**Standard Office Supplies**

654 S Marine Corps Dr  
 Barrigada GU 96913  
 Phone: (671) 646-4825  
 Fax: (671) 646-7757

Bill To: Acct. #80080  
 GCC Guam Community College

PO# / Buyer P1500696

Lookup	Item Name	Attribute	Size	Orig Price	Disc %	Price	Qty	Ext Pric
80A	Laser Jet Toner (Net)			\$142.10		\$142.10	2	\$284.20

Subtotal: \$284.20

**RECEIPT TOTAL: \$284.20**

Account: \$284.20

Signature Blas 27 Feb 2015

Print Name \_\_\_\_\_

Ship Via Delivery

Guam Community College

**RECEIVED**

**FEB 27 2015**

**MATERIALS MANAGEMENT**

Initials: Blas  
[Signature] 2/27/15

4. Log in all deliveries in the *Receiving and Delivery* logbook.
5. Call departments and ensure someone will be available to receive their items.

## SECTION 1 - Receiving and Deliveries Procedures

6. Deliver Items, and have **receiver sign invoice**. If purchase order is complete have department sign PO as well.
  - a. If for some reason, there was nobody there to receive the delivery, leave a courtesy note on their door to indicate we attempted a delivery and/or a follow-up E-mail to the department.
  - b. Inform department if PO is complete or pending BO.
7. Attach all vendor Invoices to its PO and forward to the **Buyer II** for processing payment into the **Banner** system.
  - a. The **Buyer II** will be responsible to ensure that a COPY of a partially received PO is placed back in the Procurement's filing cabinet to receive the remaining order balance at a later date.

## SECTION: 2 -- Returning Materials Procedures

The purpose of this procedure is to return materials due to overage on shipment, equipment not functioning properly, duplicate deliveries, damages, etc., to a vendor after items have been received. This procedure provides the steps for returning the item(s) to a vendor.

1. Verify items against PO to be returned and justify reason for returning items.
2. For LOCAL vendors, call and let them know of the situation and the problem with the item(s).
  - a. Take the name of the person you are speaking with on the phone and ensure you indicate their invoice number against the purchase order number.
  - b. Normally with **OFF-ISLAND** vendors, the requisitioning department normally coordinates returns with them. Materials Management SE, mails out the returns via a **particular carrier** or **United States Post Office**.
  - c. In most cases, we send returns via the **Post Office**.

**SECTION: 2 -- Returning Materials Procedures**

- 3. Make a copy of invoice item is on and note which item is being returned.
- 4. Have vendor acknowledge that they are receiving the item.
- 5. Indicate date of return.
- 6. Put copy of returned item invoice in the **Returned Items** folder.

**SECTION 3: Other Duties**

There will be times when the SE will be required on an 'as needed basis' to assist in tasks within Materials Managements and Business office. Many will entail working closely with the IMO in receiving and tagging of equipment, assisting with inventory and GSA deliveries.

Tagging process is:

- 1. Equipment over \$500.00 will be tag as follow.

Property of Guam Community College		
<b>P1200272</b>	Materials Management	12.1234.567890
<b>2012-0001</b>		

- a. If there are more than one asset is listed on a P.O. , then the Tag will be given a Suffix:

2012-0001 a1, 2012-0001 a2, 2012-0001 a3,

**SECTION4: Acronyms**

- SE ..... Supply Expediter
- PIA ..... Procurement & Inventory Administrator
- IMO ..... Inventory Management Officer General
- GSA ..... Services Agency Standard Operating
- SOP ..... Procedure
- PO ..... Purchase Order
- BO..... Back Order



# Delivery /Pick-up Locations& Contact Information

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## 1. Business Office

- BBMR/Central Files, Adelup
  - Bank of Guam, Mangilao Branch
  - Bank of Hawaii\*, Hagatna Branch
  - First Hawaiian Bank\*, Maite Branch
  - Department of Revenue & Taxation, Barrigada
  - Docomo Pacific /GTA/IT & E , Agana Shopping Center
  - Guam Power Authority/Guam Waterworks Authority, Mangilao
  - Moylan's Insurance, 1<sup>st</sup> Floor Julale Shopping Center
  - Treasurer of Guam (DOA – Department of Administration, ITC Bldg.)
  - Retirement Fund, Maite
- \*Bank Deposits pending - BOG Payroll Deposit/FHB Credit Card Payments only

## 2. Human Resources

- Civil Service Commission, 2<sup>nd</sup> Floor Bell Tower, Anigua
- DOA/Standard Life Insurance, 1<sup>st</sup> Floor ITC Bldg.
- Moylan's/NetCare, 2<sup>nd</sup> Floor Julale Shopping Center
- Office of the Attorney General, 9<sup>th</sup> Floor ITC Bldg.
- Retirement Fund, Maite
- SelectCare, Hagatna
- TakeCare, 3<sup>rd</sup> Floor Baltej Pavilion, Tamuning
- Retirement Fund, Maite

## 3. Postal

- Guam Main Facility, Barrigada – PO Box 23069
- UOG Station, Mangilao

## 4. President's Office

- Board of Trustees – see attached.
- Foundation Board of Governors – see attached.
- Central Files, Adelup – Box #20
- Guam Election Commission, 2<sup>nd</sup> Floor GCIC Bldg., Hagatna
- Office of Accountability , Public Auditor, 4<sup>th</sup> Floor DNA Bldg., Hagatna
- Office of the Speaker, 34<sup>th</sup> Guam Legislature, Guam Congress Building, Hagatna

## 5. Others

- Department of Education, Tiyan
- Diana's Floral Studio, Tamuning
- Guam Behavioral Health & Wellness Center, 2<sup>nd</sup> Floor J&G Commercial Center
- Raymond James Financial Advisor, 2<sup>nd</sup> Floor Coast 360 Bldg., Maite

## Delivery /Pick-up Locations& Contact Information

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Bertha Guerrero	735-5638	<a href="mailto:bertha.guerrero@guamcc.edu">bertha.guerrero@guamcc.edu</a>	President's Office
Debbie Duenas	735-5506	<a href="mailto:debbie.duenas1@guamcc.edu">debbie.duenas1@guamcc.edu</a>	Admin Support/F & A
Doreen Manibusan	735-5537/8	<a href="mailto:doreen.manibusan@guamcc.edu">doreen.manibusan@guamcc.edu</a>	Human Resources
Esther Muna	735-5700	<a href="mailto:esther.muna@guamcc.edu">esther.muna@guamcc.edu</a>	President's Office
Libby Borja	735-5552	<a href="mailto:levonne.borja@guamcc.edu">levonne.borja@guamcc.edu</a>	A/P - Business Office
Lucille Mayo	735-5559	<a href="mailto:lucille.mayo@guamcc.edu">lucille.mayo@guamcc.edu</a>	Business Office
Pat Lam	735-5559	<a href="mailto:pikman.lam@guamcc.edu">pikman.lam@guamcc.edu</a>	Business Office
Rosemarie Siguenza	735-5557/8	<a href="mailto:rosemarie.siguenza@guamcc.edu">rosemarie.siguenza@guamcc.edu</a>	Human Resources
Vivian Cruz	735-5548	<a href="mailto:vivian.cruz@guamcc.edu">vivian.cruz@guamcc.edu</a>	VP Office / F & A
Edwin Limtuatco	735-5560	<a href="mailto:edwin.limtuatco@guamcc.edu">edwin.limtuatco@guamcc.edu</a>	Business Office
Cheryl San Nicolas	735-5560	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	Business Office
Cathy Mesa	735-5551	<a href="mailto:catherine.mesa@guamcc.edu">catherine.mesa@guamcc.edu</a>	A/R Business Office
Darlynn Sablan	735-5551	<a href="mailto:darlynn.sablan@guamcc.edu">darlynn.sablan@guamcc.edu</a>	A/R Business Office
Ana Mari	735-5527	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	AVP's Office

**Guam Community College Supply Expediter Priorities**

	Monday/Wednesday/Friday	Tuesday/Thursday	Other Errands / Upon Request
updated 7/19/17			
Morning Errands	GMF Postal(Box 23069)	Central Files(Box#20)-Adelup	
Afternoon Errands			
<b>Urgent Errands</b>	<b>Upon Request</b>	<b>Upon Request</b>	
<b>Pay Day Week</b>	<b>Pay Day Week</b> ↓	<b>Pay Day Week</b> ↓	
Morning Errands	Fri:Taxes for Payroll @ Rev&Tax	Thurs:BOG Mangilao Deposit for payroll	
Business Office & Finance	Fri:Taxes for Payroll @ Rev&Tax	Thurs:BOG Mangilao Deposit for payroll	* Pat Lam-UOG AHEC * BOG/BOH/FHB * REV&TAX-Barrigada Heights * Docomo/GTA/IT&E * GPA/GWA-Mangilao * Moylan's Insurance-1st FL. Julale
			* ITC-DOA(Treasury Dept) * Retirement-Maite * CC Payments-FHB * BBMR-VP or Edwin
Human Resources			* CSC-Civil Service Commission 2nd Floor Bell Tower-Anigua * DOA-Standard Life Insurance 1st FL. ITC Moylan's/Net Care 2nd FL. Julale Center AG's Office-9th FL. ITC * Retirement-Maite * Select Care-2nd FL. Agana * Take Care-3rd FL. Tamuning * UOG/GMF(Barrigada)
<b>Postal</b>			
<b>President's Office</b>	Bertha G.(Board Of Trustees)	Esher M.(President)	
<b>Monthly</b>	* BOT/Foundation Board of Governors * Guam Election Commission(GEC)-Agana 2nd FL. GCIC BLDG. * AOP-public Auditor 4th FL. DNA BLDG. Agana * Speaker's Office- Guam Congress BLDG. Agana(Legislature)	* Central Files-Adelup	

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Doreen Manibusan	735-5537/8	<a href="mailto:doreen.manibusan@guamcc.edu">doreen.manibusan@guamcc.edu</a>	Human Resources
Esther Muna	735-5700	<a href="mailto:esther.muna@guamcc.edu">esther.muna@guamcc.edu</a>	President's Office
Libby Borja	735-5552	<a href="mailto:levonne.borja@guamcc.edu">levonne.borja@guamcc.edu</a>	A/P - Business Office
Lucille Mayo	735-5559	<a href="mailto:lucille.mayo@guamcc.edu">lucille.mayo@guamcc.edu</a>	Business Office
Pat Lam	735-5559	<a href="mailto:pikman.lam@guamcc.edu">pikman.lam@guamcc.edu</a>	Business Office
Rosemarie Siguenza	735-5557/8	<a href="mailto:rosemarie.siguenza@guamcc.edu">rosemarie.siguenza@guamcc.edu</a>	Human Resources
Vivian Cruz	735-5548	<a href="mailto:vivian.cruz@guamcc.edu">vivian.cruz@guamcc.edu</a>	VP Office / F & A
Edwin Limtuatco	735-5560	<a href="mailto:edwin.limtuatco@guamcc.edu">edwin.limtuatco@guamcc.edu</a>	Business Office
Cheryl San Nicolas	735-5560	<a href="mailto:cheryl.sannicolas@guamcc.edu">cheryl.sannicolas@guamcc.edu</a>	Business Office
Cathy Mesa	735-5551	<a href="mailto:catherine.mesa@guamcc.edu">catherine.mesa@guamcc.edu</a>	A/R Business Office
Darlynn Sablan	735-5551	<a href="mailto:darlynn.sablan@guamcc.edu">darlynn.sablan@guamcc.edu</a>	A/R Business Office
Ana Mari	735-5527	<a href="mailto:anamari.atoigue@guamcc.edu">anamari.atoigue@guamcc.edu</a>	AVP's Office