	Preparation and Selling Activity Policies and Procedures		Document Number: 2P-SS-01.05
	Department: Claims	Effective Date: May 19, 2023	Revision No 5

Scope

This document covers the policies and procedures of preparation and selling activity of claims items.

Ownership

The Claims Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice which is monitored through the reports from Branches Claims Coordinators


Policies:

1. Selling activity shall be every Saturday of the week only.
2. Selling Activity shall start at 12:00nn-2:00pm for employees and 1:00pm- 2:00pm for the outsiders.
3. All Purchase Order (P.O.) shall be pre-numbered in series.
4. P.O. shall be three copies.
 - Copy of Finance Representative/ Cashier
 - Copy of Claims Representative
 - Copy of Guard

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5. P.O. form shall be presented to the guard and shall serve as gate pass.
6. Reservation of claims items shall be discouraged
7. All canceled P.O. shall be surrendered to Claims Representative.
8. All claims items sold shall be written on the P.O. and have the corresponding BU's per item.
 - Business Solution (BS)
 - Supply Chain (SC)
 - Value Chain (VC)
9. All P.O. shall be checked and signed by:
 - Claims Representative
 - Finance Representative/ Cashier
10. Claims Representative and Finance Representative must reconcile for actual counting of money versus P.O. after the Selling Activity.
11. Claims Representative shall prepare two copies of Cash Count Form indicating the cash denomination.
12. Claims Representative and Finance Assistant shall print name and sign the Cash Count Form.
13. Claims Representative shall request the Claims Supervisor or Claims Manager to check and print name & sign the Cash Count Form.

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14. Claims Representative shall turnover the one copy of Cash Count Form to Finance Assistant.
15. All P.O. shall be encoded by the Claims Representative in the Salvage Proceeds, Report and shall be filed accordingly.
16. Finance Representative shall turn over the salvage proceeds to the corresponding BU Finance Assistant.
17. BU Finance Assistant shall issue the original copy of non-VAT official receipt and copy of deposit slip to Finance Representative for turn over to Claims Representative.
18. Claims Representative shall record the non-VAT official receipt number and the details (Bank Name & Date) of the deposit slip.

NOTE: For cancelled PO, Claims and Finance shall be recorded, write the word "Cancelled", print name & sign and file together with the good PO.

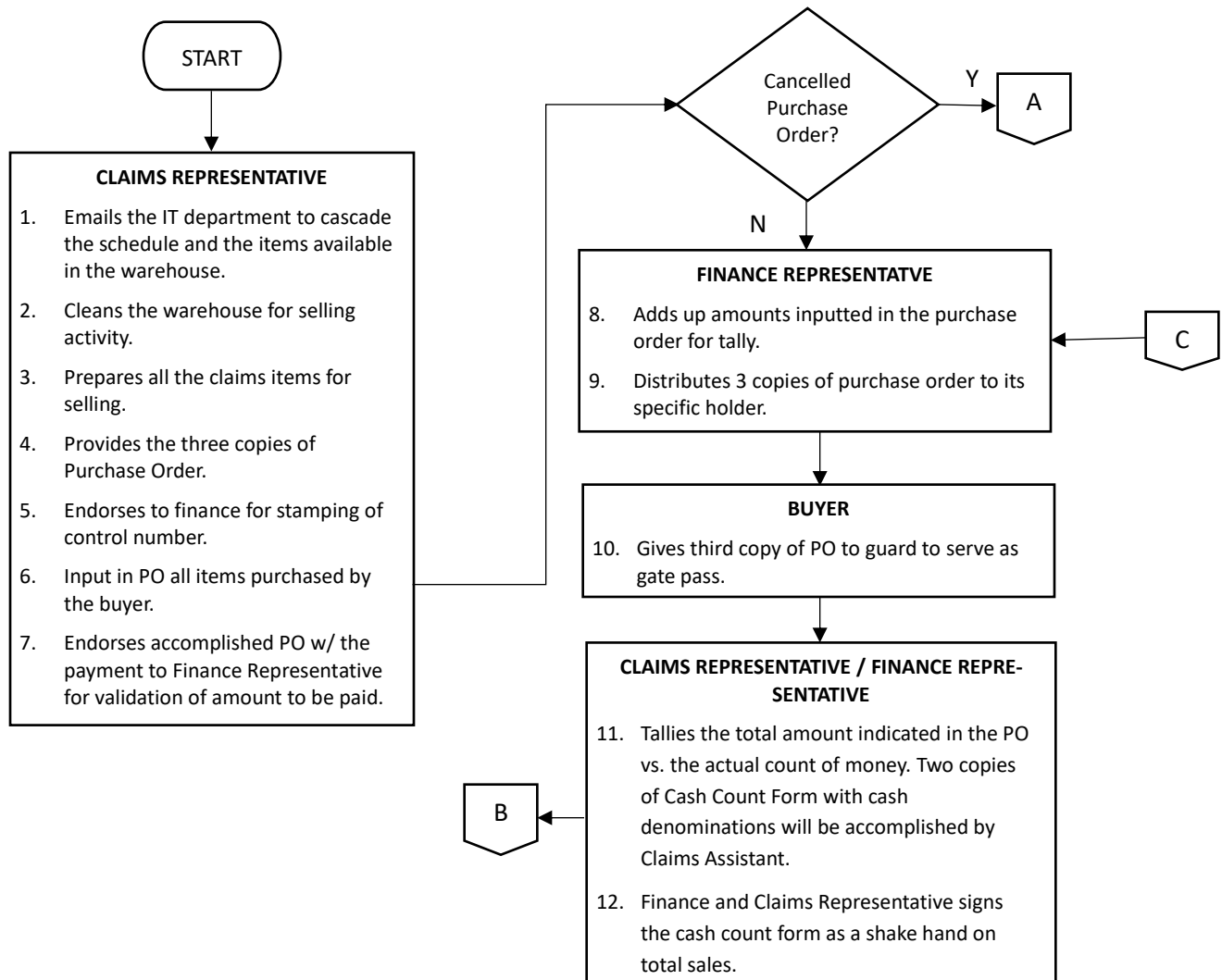
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Procedures

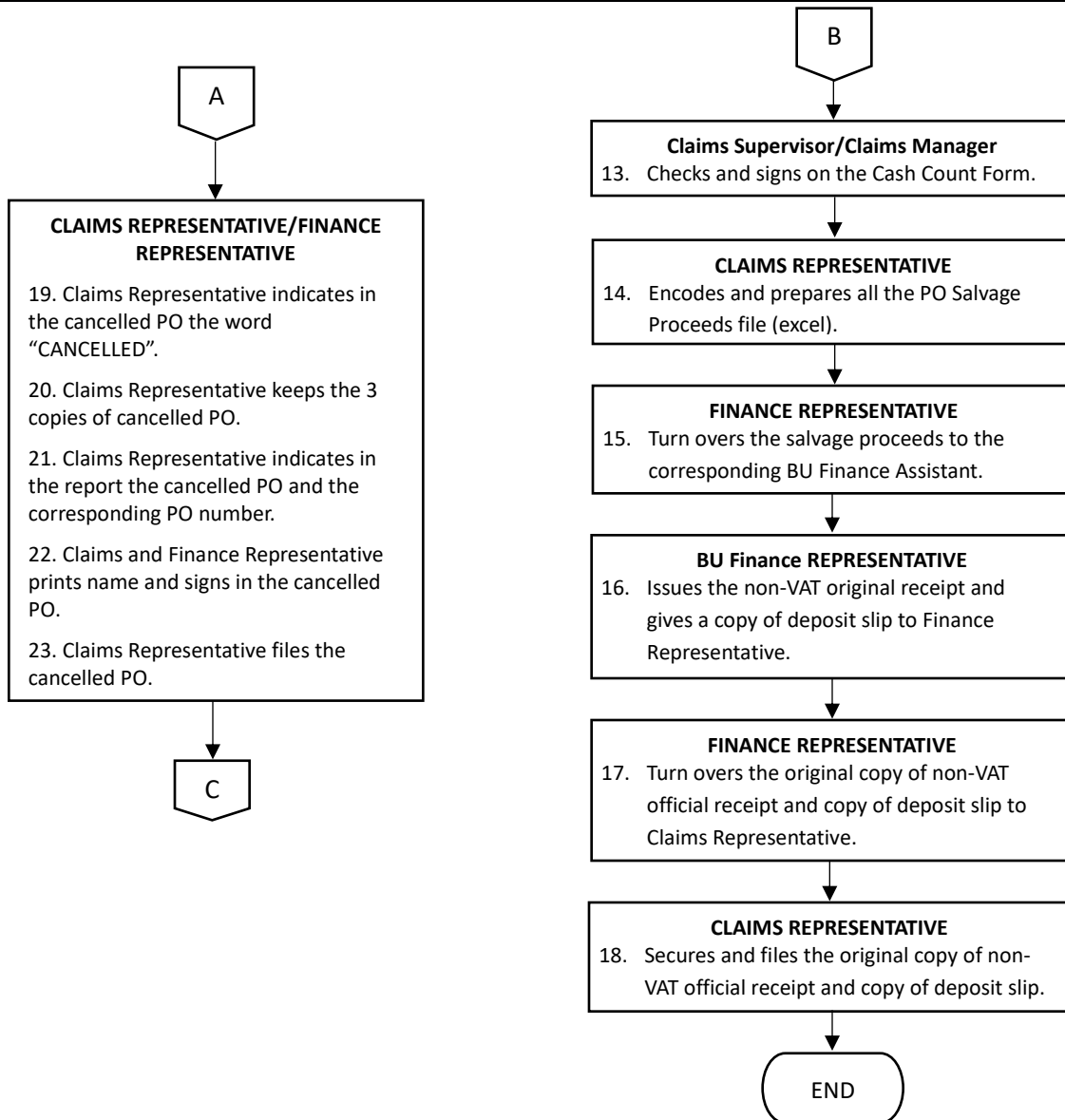


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