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PUNTLAND STATE OF SOMALIA
Ministry of Interior Affairs, Local Government & Rural Development

Office Management & Administration for Local Governments

MODULE 4.

OFFICE ASSETS AND STOREKEEPING

TRAVEL AND VEHICLES

OFFICE PROCUREMENT



PARTICIPANT BOOK (DRAFT)

June 2016



SUPPORT PROVIDED BY UNITED NATIONS

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Introduction

Aims, Objectives and Timing

This set of Office Management & Administration training modules is designed to provide district staff with supporting skills development to complement the training in the HRM modules 1–5, as well as the everyday work practices of the district administration. It should be noted that these topics are designed to be delivered as ‘stand alone’ training topics, and do not have to be delivered in sequence or at the same time. The topics are listed below along with estimated timings for each.

Overview of Office Management & Administration Training Modules

Module	Timing
Module 1: Written Communication	6 hours
Module 2: Effective Meetings	6 hours
Module 3: Office Organisation	6 hours
Module 4: Managing Office Assets, Travel and Procurement	6 hours

Introductory Session

Getting Started

Session Objectives:

- Create a comfortable and encouraging learning environment.
- Provide an overview of the training, including aims and objectives.
- Understand participants' expectations of the training.
- Set some agreed ground rules for the training.

! In this session you will get to know your trainer/s and the other participants. You will find out what the training involves and what you are expected to do.

Here are some points your trainer is likely to cover in this session:

- Welcome, Introductions and 'Housekeeping'
- Aims and Objectives
- Expectations and Ground Rules
- Pre-Assessment Task
- Action Plan



'Icebreaker' Questions:

Discuss the following:

How important are proper procedures when it comes to asset management, vehicle management, work travel and office procurement?

Action Plan

- **What is an Action Plan?** An action plan is simply a way of putting down in writing what action you and your colleagues plan to take to achieve certain outcomes. Action plans can help clarify and commit us to **what** needs to be done, **who** is going to do it, by **when**, and what **support** might be needed.
- At the end of this module, you will be asked to make an entry in your action plan, of something that you can implement when you are back in your workplace, as a result of what you learn in this training. There is an action plan template at the end of this Participant Book.

Session 1

Office Assets and Storekeeping

Learning Objectives

By the end of this topic participants will be able to:

- Distinguish between district 'Office Assets' and other types of assets that are managed by the district local government.
- Prepare an Office Assets Register according to the Office Management and Administration Manual.



Questions for Discussion

- What are all the different types of assets that are held by your district local government? Give some examples.

Key points: Office Asset Management

In this session we are specifically referring to assets held within the district administration office itself, including computers, desks, chairs and other equipment. This can include assets donated to the district, and assets purchased by the district. We are not referring to broader assets of the district, for example, land and buildings owned by the local government. Management of such assets is outlined in the document 'Local Government Strategic Management of Fixed Assets—Basic Guidelines' (2011).

It is also important to distinguish between 'office assets' and 'office consumables' (such as stationery and cleaning supplies, for example). Consumable items are not considered assets, but instead are recorded as part of storekeeping duties and are recorded in storekeeper records.

It is important to register new office assets for ensuring their safeguarding, to make it easier to locate office assets, as well as to improve transparency and accountability within the district administration. An example of an Office Asset Register can be found below in **Example 1**, which includes the following:

- **Asset ID Number**—a tag/sticker with a unique ID number.
- **Serial Number**—for example, if the asset is a computer.
- **Description of the asset**—including the brand name, where possible.

- **Purchase Price or Unit Value**—if the asset was donated and the cost price has not been indicated, estimate a ‘current fair value’ of the asset received.
- **Date of Receipt**—the asset may have been purchased, transferred or donated. In all cases it is necessary to record the date that the asset was received by the district administration.
- **Method of Acquisition**—indicate whether the asset was purchased, transferred or donated, and if possible, record the **source** of the funds used, or the donor.
- **Condition of Asset on Receipt**—the condition of the asset when received should be recorded, for example, good, fair or poor. This will be a useful reference point for comparison when conducting the annual asset survey.
- **Physical Location of Asset**—this should describe where the asset is located, for example, in the Administration and Finance Department.
- **Person Responsible**—if the asset is only used by one person, such as a computer, that person is responsible for the asset. If it is being used by many people, such as a printer, then the Mayor, Executive Secretary, or the relevant Department Director should be responsible for the asset.
- **Date and method of disposal** (if applicable)—this category may become relevant if the asset is disposed of after a period of time has elapsed. The asset register should be updated to reflect this information, which will also be helpful when conducting the annual asset survey.

Annual Asset Survey

The district’s office assets will need to be included as part of an annual asset survey of all district assets, as laid out in Law No. 23. The survey will be conducted by an Independent Board of Survey (see Law No. 23, Article 96).

The survey will determine:

- a. Any missing assets—for example, those that appear on the asset register but cannot be located for the survey.
- b. Excess assets—for example, any equipment or furniture that appears to be surplus to requirements.
- c. Condition of the assets—for example, whether safe or neglected.
- d. Assets to be auctioned or sold—following the correct manner of tendering and auctioning.
- e. Assets that can be diverted for public use or donated to another agency because of public interest.
- f. Assets for burning and disposal.

See **Example 2** below for an Asset Survey form, which is based on the Office Asset Register.

What is a good asset numbering system?

A letter and number combination is important, for example office assets of 'Barako' District Council can be coded as 'DHBA', followed by a numbering system:

Asset Number	Item	How to tag
1	Desktop computer	If there are 3 desktop computers they can be tagged as 'DHBA 1.1, DHBA 1.2, DHBA 1.3'
2	Laptop computer	If there are 3 laptops they can be tagged as 'DHBA 2.1, DHBA 2.2, DHBA 2.3'
3	Printer	If there are 3 printers they can be tagged as 'DHBA 3.1, DHBA 3.2, DHBA 3.3'
4	Photocopier	If there are 3 copiers they can be tagged as 'DHBA 4.1, DHBA 4.2, DHBA 4.3'
5	Scanner	If there are 3 scanners they can be tagged as 'DHBA 5.1, DHBA 5.2, DHBA 5.3'
6	Digital Projector	If there are 3 projectors they can be tagged as 'DHBA 6.1, DHBA 6.2, DHBA 6.3'

The above numbering can be applied to other office assets such as digital cameras, desks, tables, chairs, filing cabinets, cash boxes etc. From the above it is easy to see how many of a certain asset the district has at any given time. For example, if wanting to know how many desktop computers there are, this can be traced from the tag of the last desktop acquired—if it's DHX 1.34, there should be 34 desktop computers.



Links to the Office Management & Administration Manual

For more information, see the following sections:

2.1 Office Asset Management

2.1.1 Office Asset Register

2.1.2 Annual Asset Survey

Example 1: Office Asset Register—Barako District

(This form is also found in **Annex 1** of the Office Management & Administration Manual)

Week/Month:July 2016.....

Asset ID No.	Serial No.	Description (including Brand)	Unit Value	Date of Receipt	Method of acquisition		Condition of asset on receipt	Physical Location of Asset	Person Responsible	Date and method of disposal (if applicable)
					P, T, D**	Source				
DHBA 6.1	BK-132608	HP digital projector	USD 500	10 July 2016	D	JPLG	Good	ES Office	Executive Secretary	
DHBA 3.1	DS-333091	HP printer	USD 100	20 July 2016	P	Dept funds	Good	Planning Department	Director, Planning Department	
DHBA 10.3	w/a	Office Table	USD 50	22 July 2016	T	Dept ASF	Fair	Planning Department	Director, Planning Department	

** P = Purchase, T = Transfer, D = Donation

Prepared by: (Procurement Officer)

Name

Signature

Date

Verified by: (Director Administration and Finance)

Name

Signature

Date

Approved by: (ES/Mayor)

Name

Signature

Date

Example 2: Office Asset Survey—Barako District*(This form is also found in Annex 2 of the Office Management & Administration Manual)*

Asset ID No.	Serial No.	Description (including Brand)	Physical Location of Asset	Person Responsible	Date of Asset Survey	Condition of Asset at time of Survey	Action Recommended
DHBA 6.1	BK-132608	HP digital projector	ES Office	Executive Secretary	30 December 2016	Good	none
DHBA 3.1	DS-333091	HP printer	Planning Department	Director, Planning Department	30 December 2016	Fair	Repairs needed
DHBA 10.3	n/a	Office Table	Planning Department	Director, Planning Department	30 December 2016	Poor	Disposal

Prepared by: (Internal Auditor)

Name

Signature

Date

Verified by: (Director Administration and Finance)

Name

Signature

Date

Approved by: (ES/Mayor)

Name

Signature

Date

Exercise 1: Office Asset Analysis

This exercise aims to familiarise you with the Asset Register and Asset Survey forms which are presented in Examples 1 and 2 above.

In groups of 3, review the information in the examples about Barako District's Office Assets and answer the following questions:

1. How was the HP digital projector acquired by Barako District (Purchase, Transfer, Donation) and what was the source?
2. From looking at the Asset ID number, how many 'Office Tables' did Barako District have at the time of registering that asset?
3. The condition of the HP printer went from 'good' to 'fair' in a 6 month period. Why do you think this might be?
4. What action has the Asset Survey Board recommended be taken regarding Asset DHBA 10.3? Why do you think this is?

Key points: Office Asset Transfer and Disposal

We saw in **Example 1** that Asset DHBA 10.3 (Office Table) was transferred to the Planning Department from the Department of Administration and Finance. In such cases, an 'Asset Transfer' form or similar is important for tracking where assets have been transferred to, and in which department they are now located.

See **Example 3** below to show you how the form was filled in for the transfer of the Office Table from the Department of Administration and Finance to the Department of Planning.

Office assets may be disposed of for various reasons. The decision for disposal of an asset usually comes from the annual asset survey, or a similar assessment and reporting process. The disposal of office assets should be guided by the Local Government Finance Policy (2016) (Section 9.1 Disposing-Off Assets), which outlines the following:

District Councils may dispose of assets using the following methods:

1. *Direct sale by the authorised district office, either internally or externally.*
2. *Sale by auction.*
3. *Disposal by scrapping or dumping where the asset has little or no resale value.*

The Annual Asset Survey recommended that Asset DHBA 10.3 be disposed of, because of its poor condition. Refer to **Example 4** below, which is an Asset Disposal Form.

Example 3: Office Asset Transfer Form—Barako District*(This form is also found in Annex 3 of the Office Management & Administration Manual)*

OFFICE ASSET TRANSFER FORM (internal/external)
<p>Transfer Information:</p> <p>Asset ID #: <u>DHBA 10.3</u> Description: <u>Office Table</u></p> <p>Transfer from location (Agency/Department, Building, Room): <u>Department of Administration and Finance, Room 2</u></p> <p>Transfer to Location (Agency/Department, Building, Room): <u>Department of Planning, Room 3</u></p> <p>Name of and position of responsible person receiving asset: <u>Mohamed A, Director, Department of Planning</u></p> <p>Date of Transfer: <u>22 July 2016</u> Condition of Asset: <u>Fair</u></p> <p>Reason for Transfer: <u>Request from Department of Planning as they require a table to stand their new printer</u></p> <p>Remarks: _____</p>
<p>Authorisation (note: authorisation varies depending on internal/external transfer)</p> <p>Initiating Department/Section:</p> <p>Name: <u>Abdi B.</u> Position: <u>Director Admin & Finance Department</u></p> <p>Signature: <u>Abdi B.</u> Date: <u>20 July 2016</u></p> <p>Verified by:</p> <p>Name: _____ Position: <u>Procurement Officer</u></p> <p>Signature: _____ Date: _____</p> <p>Approved by:</p> <p>Name: _____ Position: _____</p> <p>Signature: _____ Date: _____</p> <p>Asset Received by:</p> <p>Name: <u>Mohamed A</u> Position: <u>Director Planning Department</u></p> <p>Signature: <u>Mohamed A</u> Date: <u>22 July 2016</u></p>

Example 4: Office Asset Disposal Form—Barako District

(This form is also found in **Annex 4** of the Office Management & Administration Manual)

Dept/Committee: Local Government Code:DHBA..... Contact:

Asset ID & Description	Serial No.	Location	Condition	Reason for disposal	Method of disposal	Age of Asset	Expected date of disposal	Asset Office Only	
								Asset No.	Written Down Value
DHBA 10.3 Office Table	N/a	Department of Planning	Poor	No longer fit for use, not able to be repaired	Scrapping / Dumping	10 years	10 Jan 2017		
Sold/Donated to N/a	Sale Price N/a								

Recommended by:
 Name ...*Mohamed A, ...Director Planning Department,*
 Signature**Mohamed A**

 Date*7 Jan 2017*.....

Processed/Filed by:
 Name
 Signature
 Date

Approved by:
 Name ...*Ahmed F,Contract Committee.....*
 Signature **Ahmed F**

 Date*7 Jan 2017*.....

Example 5: Office Asset Maintenance Work Order Form—Barako District

(This form is also found in **Annex 5** of the Office Management & Administration Manual)

Order #: 00020/16

Date: 7 Jan 2017

To: Priority One Technical Repairs

From: Barako District Local Government

The below Work/Service is requested (include details of asset/s and work required):

1. HP Printer, Serial No. DS-33309, requires maintenance/repairs due to constant paper jam problems.

2.

3.

4.

5.

Authorisation:

Requesting Officer:

Name: Mohamed A Position: Director Planning Department

Signature: **Mohamed A** Date: 7 Jan 2017

Approved by:

Name: Abdi B. Position: Director Admin & Finance Department

Signature: **Abdi B.** Date: 7 Jan 2017

Key points: Storekeeping

Storekeeping refers to the process of receiving goods to the district office, checking their quantity and condition, determining whether they are expendable goods (such as stationery) or non-expendable goods (assets such as computers) and directing these accordingly.

Storekeeping will also require the recording of goods received on the appropriate register (Supply Stock Register or Fixed Asset Register) and transferring the goods to correct location/responsible person in the case of assets, or providing staff with the required supplies in the case of consumables (expendable goods). This process and the associated forms in the Office Management and Administration Manual are outlined below in **Diagram 1**.

The Local Government Financial Management Manual details steps in the receipt and issue of stores items in 2.6 Stores Management, which are also summarised below:

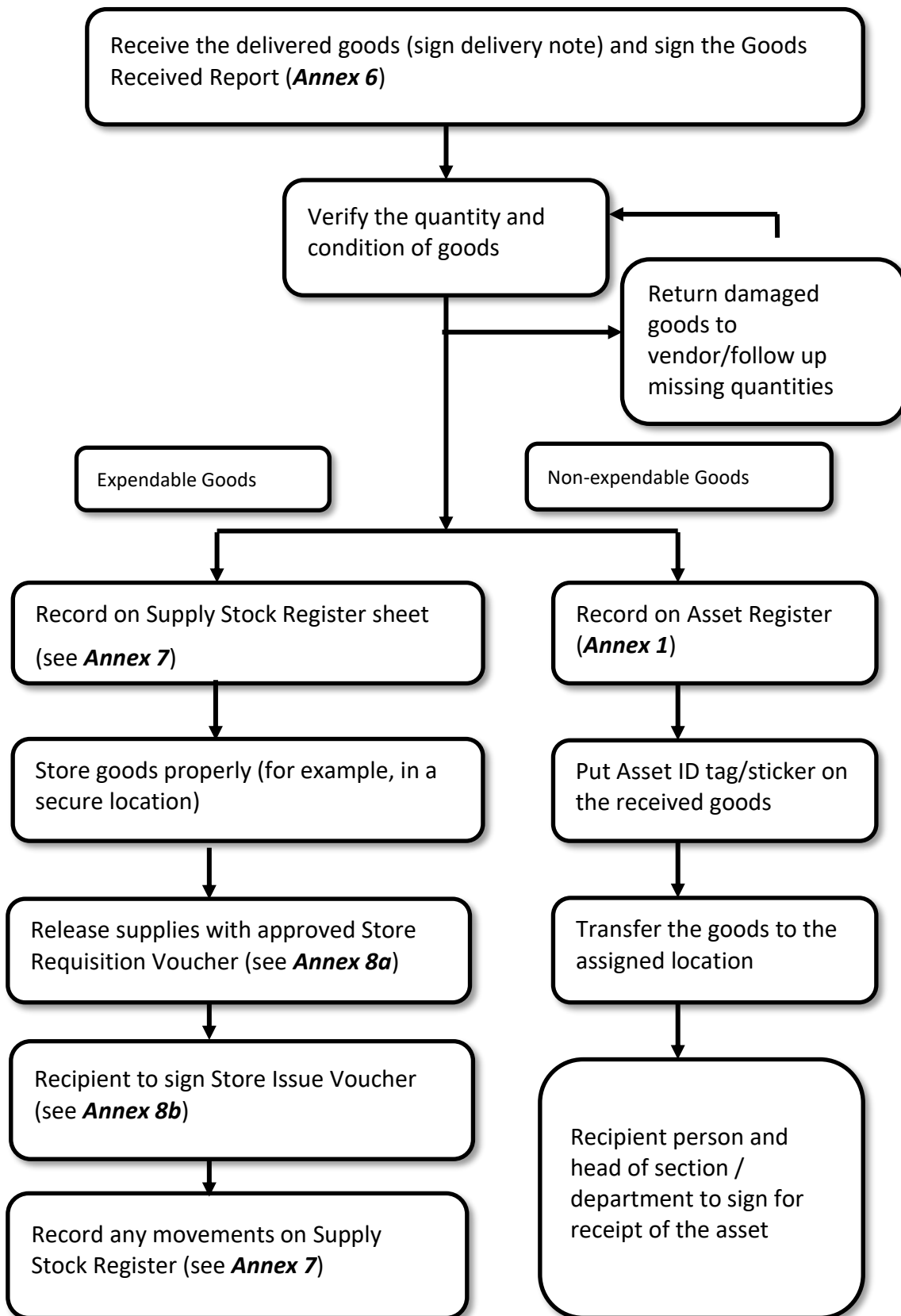
- Storekeeper to sign delivery note as evidence of materials/supplies received.
- Check and confirm the quantity and quality of goods before signing the delivery note.
- Any missing or broken items should be notified to the supplier, and amend the delivery note to reflect this.
- In addition, the Storekeeper should maintain a goods received form as evidence of receipt of goods.
- The Storekeeper maintains a Supply Stock Register/Stores Record, to keep track of goods received and issued.
- Staff members request stores on a written memo, authorised by the Head of Department and approved by the Executive Secretary before the Storekeeper can release items from the stores.
- The Storekeeper issues out the items and enter the details in the stores record. The Storekeeper also prepares a store issue voucher, on which he/she will request the recipient to sign for the items being taken.



*Links to the Office
Management & Administration
Manual*

For more information, see the following sections:

Diagram 1: Inventory Management Flow Chart



Session 2

Vehicles and Travel

Learning Objectives

By the end of this topic participants will be able to:

- Discuss the importance of having a system of vehicle movement and management.
- Prepare a basic Travel Request and Authorisation Form.
- Identify the main components of a Travel Activity Form.



Questions for Discussion

Why do you think it is important to monitor the movement and management of vehicles owned and used by the district local government?

Key Points: Vehicle Management

The most important tools to assist with managing the vehicles owned and used by the district local government include:

- Vehicle Movement Recording Sheet (also known as Vehicle Log Book)
- Vehicle Transport Request Form
- Vehicle Maintenance Work Order Form
- Vehicle Maintenance Log Book
- Fuel Order Form
- Fuel Consumption Analysis Sheet

These tools can all be found in **Annexes 9-14** of the Office Management and Administration Manual, and some are also presented as examples below.

- The driver is responsible for filling in the **Vehicle Log Book** at the beginning and end of each trip. A new form should be used when the driver is changed, and completed forms should be signed by the driver's supervisor. The log book should be kept in the vehicle, and when completed should be submitted to the office for signing by supervisor.
- For coordinating the overall movement of district vehicles, a whiteboard should be prepared, showing the proposed movements of vehicles for the coming week, so that personnel can see when there are vehicles available, and when there is limited availability, meaning that other arrangements need to be made. See the example below.

Week commencing: *22 May 2016*

Vehicle Registration	<i>Sun 22</i>	<i>Mon 23</i>	<i>Tues 24</i>	<i>Wed 25</i>	<i>Thu 26</i>	<i>Sat 28</i>
XXX-XXX	Meeting 11-1pm (Name)		Field trip	Field trip		
YYY-YYY	Maintenance	Maintenance				
ZZZ-ZZZ	Airport 9-10am (Name)					

- A **Vehicle Transport Request Form** needs to be completed and submitted prior to any movement by vehicle for work-related meetings or field trips.
- A **Vehicle Maintenance Work Order Form** should be completed in advance of a service, or in the case of any non-routine servicing or repairs being necessary. This form is usually prepared by the driver and approved by the Head of Public Works. This form should also be verified by the Chief Mechanic before submitting to the logistics officer.
- Each vehicle should have its maintenance work recorded in the **Vehicle Maintenance Log Book**, so that any maintenance or repairs carried out on a vehicle will be recorded in one place and therefore will be easy to locate.
- When fuel is needed a **Fuel Order Form** should be filled in by the driver and is approved, signed and stamped by the Director of Public Works or the Director of Administration and Finance. The Fuel Order forms for each vehicle should be kept together, for reference for fuel consumption tracking and analysis, and a monthly **Fuel Consumption Analysis Sheet** should be conducted for each vehicle.
- At least one day before the start of travel outside the immediate vicinity of the district administration (for example, a day or overnight field trip), the following check-ups should be done:
 - Adequate fuel, lubricants and water
 - Availability of spare tyres
 - Validity of driver's driving licence, road tax and car book
 - Vehicle Log Book up to date and inside vehicle
 - Vehicle service/check-up should be done in advance if the vehicle is close to its next scheduled service.

Example 6: Vehicle Movement Recording Sheet (Vehicle Log Book)*(This form is also found in Annex 9 of the Office Management & Administration Manual)*Vehicle Type and Plate No. Pajero XXX-XXX xx km/litre _____ Type of fuel: DieselDriver Name. Ali M.

No	Date	Passenger Name and Purpose	KM Reading			Fuel	Driver's Signature	Passenger's signature
			Start	End	Difference			
1.	22 August 2016	Mohamed A. - meeting at Friendly Village	71880	71999	119km		Ali M.	Mohamed A.
2.								
3.								
4.								
5.								
6.								
7.								
8.								
	Total							
	KM/Sl.Shl							

Supervisor's Name: _____ Signature: _____

Example 7: Vehicle Transport Request Form

(This form is also found in **Annex 10** of the Office Management & Administration Manual)

Date 21 August 2016

To: Administration and Finance Department

Date of Travel: 22 August 2016

Place to be Visited: Friendly Village

Purpose: To discuss plans to build new primary school in the village

Date From: 22 August 2016 To: 22 August 2016

Time From: 8:00am To: 4:00pm

Requested By (Requesting Officer):

Name and position: Mohamed A., Director Planning Department

Date: 18 August 2016

Signature: Mohamed A.

Approved By: (Supervisor of Requesting Officer)

Name and position: _____

Date: _____

Signature: _____

Approved By: (Head of Transport/Logistics)

Name and position: _____

Date: _____

Signature: _____

NB: The Requesting Officer must fill this form a day before for the next day morning trip, the same day in the morning for an afternoon trip. Please also note that for a field trip (duration of one full day or longer) the request should be submitted three days in advance. Depending on the circumstances, an exception can be made for an emergency situation, where the form can be submitted after the travel has taken place.

Example 8: Vehicle Maintenance Work Order Form

(This form is also found in **Annex 11** of the Office Management & Administration Manual)

To: Administration and Finance Department

From: _____ *Ali M.* _____

Date: _____ *23 August 2016* _____

Vehicle Plate No: _____ *XXX-XXX* _____

Work Requested

- | | | |
|---------|--------------------------------|-------------------------------------|
| Service | 1. General Service | <input checked="" type="checkbox"/> |
| | 2. Check Brakes | <input type="checkbox"/> |
| | 3. Washing/Greasing | <input type="checkbox"/> |
| | 4. Check Electric System/Light | <input checked="" type="checkbox"/> |
| | 5. Check Body | <input type="checkbox"/> |
| Other | 6. _____ | <input type="checkbox"/> |
| | 7. _____ | <input type="checkbox"/> |

Requested by (Driver)
 Name _____ *Ali M.* _____
 Signature _____ **Ali M.** _____
 Date _____ *23 August 2016* _____

Approved by:
 Name _____
 Signature _____
 Date _____

Verification by (Chief Mechanic)
 Name _____
 Signature _____
 Date _____

Action taken: _____



Questions for Discussion

Barako District currently has no formal procedures in place for its staff who need to travel for work purposes.

- What might be some of the problems of not having procedures in place?
- What can you suggest as a good starting point for Barako District, in order to put a system in place? What would be the main considerations?

Key Points: Staff Travel

- From time to time, district employees may be required to travel outside their workplace for work-related purposes.
- In these cases, it is important that the relevant forms are properly completed and the appropriate authorisation is sought.

Staff Movement Register

If a staff member is leaving the office premises for a short period, for example, to attend a meeting in the vicinity of the district office, they will need to sign the Staff Movement Register, on exit and entry from the district administration premises (see **Example 9**). The Staff Movement Register should be kept at the main entry/exit gate, for easy signing by staff members coming and going.

Travel Request and Authorisation Form

The steps in seeking authorisation for work travel include:

1. Traveler completes and submits a Travel Request and Authorisation Form to supervisor (see **Example 10**). This form should set out the objectives and activities of the travel, and the timeline.
2. Supervisor approves the request and submits to the relevant Department Director (unless the travel request is denied).
3. Traveler should complete the finance procedure for getting per diem advance if necessary.

These steps should be finalised at least one day before the commencement of the trip, which may require starting the process up to one week prior to the intended travel.

Returning from Travel

On return from the trip, the traveler should submit a Travel Activity Report with their Per Diem Claim Form, to claim any outstanding per diem (if relevant). The report and the claim form should be submitted within a week following return from travel. See **Example 11**.



Example 10: Travel Request and Authorisation Form*(This form is also found in Annex 16 of the Office Management & Administration Manual)*

Foomka Ogolaanshaha Socdaalka

Name of Traveler: *Halíma C.* **Date:** *18 August 2016.*
 (Magaca Qofka Socdaalaya) (Taariikh)

Place/s of travel Goobta loo safrayo (domestic/abroad)	Mode of Transport (air, road)	Main Objectives Ujeedada Safarka	Activities to be undertaken Hawlaha lasoo qabanayo	Start Date Bilaw	Return Date Noqosho	Per diem advance? Yes/No Horumarin- Habeen dhax	Remarks Faallo
<i>Domestic - Friendly Village</i>	<i>Road</i>	<i>Discuss proposed school construction at Friendly Village</i>	<i>- Accompany Department Director - Meet Village Council and other key representatives - Provide information about the new school</i>	<i>22 August 2016</i>	<i>22 August 2016</i>	<i>No</i>	<i>Will be accompanied by Mohamed A, Department Director</i>

Shaqaaale Staff Member (Traveler)Magaca Name: _____ *Halíma C.* _____Xilka Position: _____ *Planning Officer* _____Saxeexa Sign: _____ *Halima C* _____
_____**Korjooge Supervisor**Magaca Name: _____ *Mohamed A.* _____Xilka Position: _____ *Director, Planning Department* _____Saxeexa Sign: _____ *Mohamed A.* _____

Example 11: Travel Activity Report

(This form is also found in **Annex 17** of the Office Management & Administration Manual)

This form is to be completed after field trips. It should be submitted with the Per Diem Claim Form (where required) not more than one week after returning from travel.

Name of Traveller: *Halima C.*.....

Place of Travel: *Friendly Village*

Date of Travel: *22 August 2016*.....

Date of Return: *22 August 2016*.....

Objectives of Travel and Outputs achieved

This should list all the objectives of the travel and the results of the field trip.

- *Discuss proposed school construction at Friendly Village.*
- *Met with key village representatives and outlined the plan for the school. The village agreed with the proposal and will organise a Community Monitoring Group (CMG) to monitor the construction.*

Main activities undertaken

This should list all the main activities undertaken, and what happened.

- *Accompany Department Director*
- *Meet Village Council and other key representatives*
- *Provide information about the new school*

Issues for follow up

This should list any issues that arose on the field trip that need further attention.

It will be important to maintain contact with Friendly Village and members of the CMG throughout the project, to ensure that the group understands its role and that it is carrying out its role as intended.

Challenges and Solutions

This should list any challenges identified and what actions were taken to solve these.

There was some concern about the idea of a CMG. It was explained that the CMG is a temporary group set up for the duration of the project and that there is a requirement for some members of the CMG to be drawn from the Village Council. After explaining these things, the Village Council was more open to the idea of a CMG and helped with identifying some suitable people to be members of this group.

Prepared by: *Halima C.*.....(Officer)

Position: *Planning Officer*

Signature:..... **Halima C**

Date: *23 August 2016*.....

Received by:....*Mohamed A.*.....(Supervisor)

Position: ... *Director, Planning Department*....

Signature:....**Mohamed A.**

Date: *23 August 2016*.....

Exercise 2: Travel Request and Authorisation Form

This exercise aims to give you practise in preparing a Travel Request and Authorisation Form, as shown in **Example 10** above.

Work in groups of 3 to complete the Travel Request and Authorisation Form, in **Exercise Sheet 1**, using details provided in the scenario below.

Scenario:

You are a district Planning Officer who is planning a work trip to a number of places within Barako District, for a series of meetings relating to the implementation of projects from the district's Annual Work Plan for 2017.

The travel involves site visits to the project locations which are to have a project implemented in 2017. The visits will involve a team of people including the Mayor, a District Councillor, the District Engineer and you, who has been asked to come on the trip as the note taker, to ensure that all conversations and decisions made are recorded accurately.

The site visits also provide an opportunity to meet with the Village Councils and have discussions about the projects that are going to occur in these locations and ensure that the Village Councils understand the requirement for, and the role of the Community Monitoring Group for the projects.

You will visit the following locations in this order: 1. Berket construction project in Friendly Village, 2. Borehole construction project in Seaside Town, 3. a rehabilitation of Borehole project in Shady Tree Town and 4. Berket construction project in White Sands Village.

The travel will be over 5 days and 4 nights from Sunday 15 January to Thursday 19 January 2017. It is anticipated that you will stay overnight at each project location, as there are long distances to travel between the projects and each meeting is likely to take some hours. You will need to request per diem in advance as there are likely to be accommodation costs.



Questions for Discussion

After preparing your form, discuss the following questions in plenary:

- What do you think might be some of the outcomes of the field trip, and some of the issues faced?
- How many days in advance should the Planning Officer submit this form?
- What factors contribute to a successful field trip?

Shaqale Staff Member (Traveler)

Magaca **Name:** _____

Xilka **Position:** _____

Saxeexa **Sign:** _____

Korjooge Supervisor

Magaca **Name:** _____

Xilka **Position:** _____

Saxeexa **Sign:** _____

Session 3

Office Procurement

Learning Objectives

By the end of this topic participants will be able to:

- Describe procedures required for conducting procurement of office goods and supplies.
- Identify the forms required for conducting procurement of office goods and supplies.

Key Points: Office Procurement

- This session relates specifically to procurement procedures for the procurement of goods and supplies for the district office. Larger procurements (for example, competitive tendering for district works projects) are covered in the Local Government Procurement Guidelines (2010), and the Puntland Local Government Procurement Manual: Goods and Services (2015).
- In addition, the Local Government Financial Management Manual (2016), section 6.4 Procurement of Goods, Works or Services should also be cross-checked when conducting any form of office procurement.
- A procurement plan should be prepared by each department on a monthly, quarterly and annual basis. An example procurement plan template is provided in Annex 25 of the Office Management and Administration Manual.
- The process outlined below, 'Request for Quotations' or 'Shopping', is usually the most appropriate procurement methods for the acquisition of district office goods and services.
- Quotations (RFQ) also known as 'Shopping' can be used under the following conditions:
 - The goods are readily available off-the-shelf or are standard specification commodities of low value.
 - The goods to be procured are so diversified that it would be of no commercial interest for any single supplier to tender for them.
- Quotations should be obtained from at least three suppliers and the list of the suppliers to be contacted must be submitted to the District Tender Committee for approval.
- Once approved, the request for quotations should to be sent to all approved suppliers simultaneously as a 'Letter of Invitation', in the interests of fairness and competition.

Diagram 2: Office Procurement Process

The following diagram outlines the steps taken in a typical procurement process for office goods and supplies. This process is outlined in more detail in the Office Management and Administration Manual, and the relevant forms from the manual are also identified below.

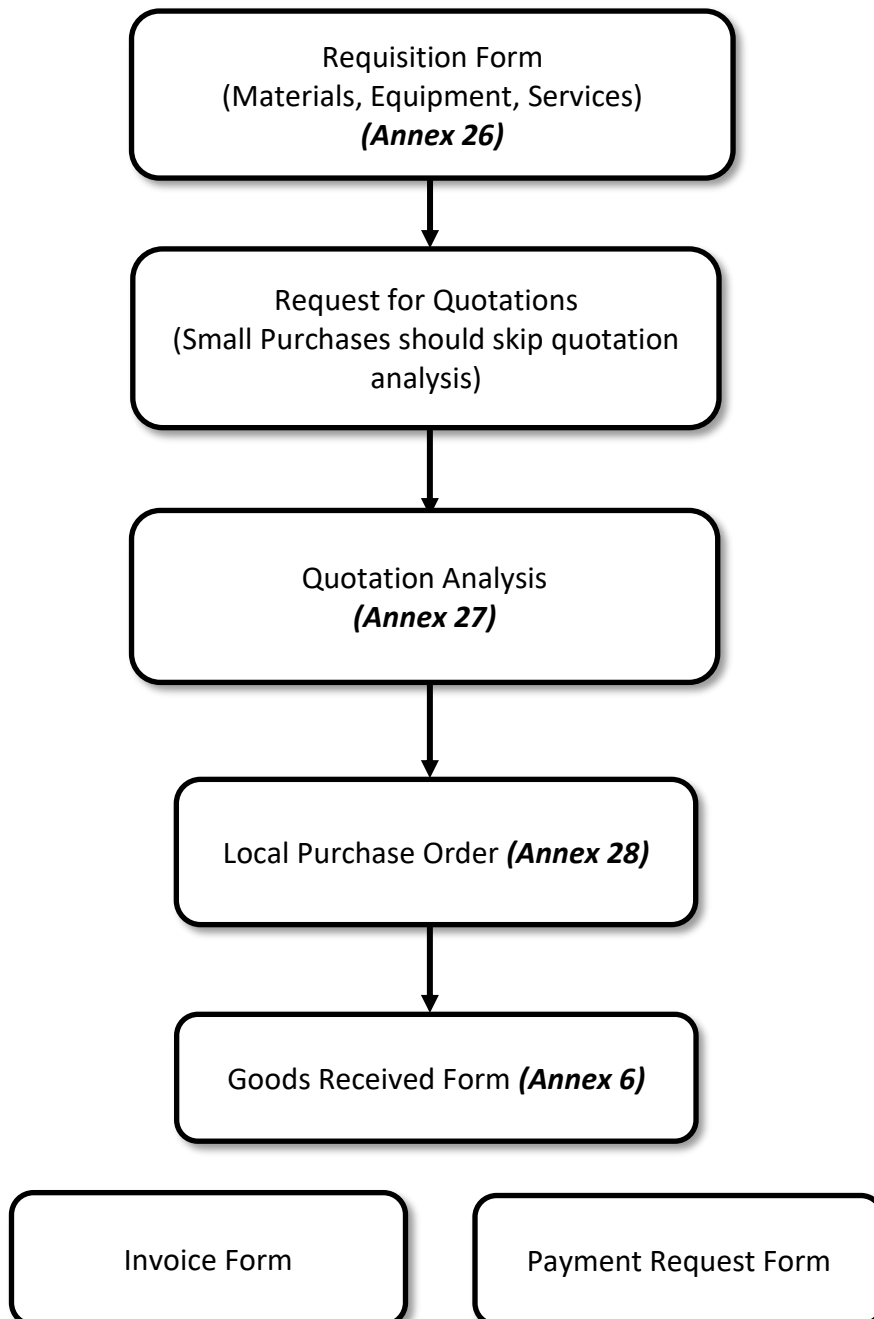


Table 1: Office Procurement Procedures Guidelines

Steps	Forms	Prepare	Authorise	Approve	Committee	Time frame
1. Requisition	Requisition form (Annex 26)	Requisitioning Officer	Admin and Finance Director	Executive Secretary	-	
2. Quotation Request	QRF	Procurement Officer	Mayor	Executive Secretary	-	3 days
3. Quotation Analysis Committee	QAF	Procurement Officer	ALL Members	Executive Secretary	5 Members (ES, 2 Department Directors + 1 subject matter expert)	2 days from the date of receive QRF
4. Preparation of Purchase Order	LPO (Annex 28)	Vote Controller ¹	Admin & Finance Director	Executive Secretary	-	
5. Receipt of Goods	Goods Received Form (Annex 6)	Storekeeper	-	Procurement Officer	-	On delivery of goods

¹ The Executive Secretary shall appoint vote controllers— the department heads (director) every year and issue them with Authority to Incur Expenditure (AIE) which will authorise the ceiling and use of funds. The AIE holder/ vote controllers shall account to the Executive Secretary but may assign some responsibilities to other district officials under their departments. (LG Financial Management Manual 2016)

Key Points: Local Purchase Order

- In case of very low value and low risk items, once the supplier has been selected, the Procurement Officer raises the Local Purchase Order (LPO). An LPO, which is sent to the supplier, is suitable for accepting offers where the requirement is straightforward. Any special conditions agreed upon should be referred to on the purchase order.
- In cases where the purchase is complex, a specially drafted contract should be put in place and should be signed by the officers authorised to sign contracts on behalf of the district.
- Because of its importance, an LPO cannot simply be printed on an A4 sheet of paper. Rather, the forms must be sequentially numbered and produced as a book of forms with each having 5 copies (usually different colour for easy recognition), as follows:
 - Original and 1st copy are sent to the supplier
 - 2nd copy is forwarded to accounts section
 - 3rd copy is sent to the stores/receiving section
 - 4th copy remains at the procurement unit as file copy.
- LPOs are raised in the names of the supplier based on the tender award by the Procurement Committee and they should indicate the date, time and place of delivery of the goods.
- In all cases, the Procurement Committee minutes is quoted as reference to source of authority. See **Annex 28** for an LPO form, as provided in the Local Government Financial Management Manual (2016).
- Note that all district procurement is subject to internal and external audit, as detailed in the Procurement Audit Manual for Local Government (draft, 2015).



Questions for Discussion

How do current procurement procedures for office equipment and supplies differ from what you have just read about above (if at all)? What could be done to bring the two approaches together?

Action Plan – Module 4: Assets, Travel, Procurement

Prepare an action plan for at least *one thing* that you will try to implement on your return to the workplace, based on what you have learned in this training. Some examples have been provided for you, which you may also wish to implement in your workplace.

Activity	Who is responsible?	By when?	What do I need to help me achieve this goal?
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Example 1: Prepare and submit a Travel Request and Authorisation form, next time I am required to travel for work purposes.

Example 2: On returning from a work trip, prepare and submit a Travel Activity Report.

Your entry here....

Conclusion

Summary

In this topic you have learned about the following:

- Procedures for the recording of office assets, including transfer and disposal.
- Procedures for incoming office goods and supplies, and storekeeping requirements.
- Some key tools for proper district vehicle movement and management.
- Forms and procedures for when seeking approval to undertake staff travel.
- Procedures for the procurement of office goods and supplies.



Important!

You have also been asked to make an entry in an Action Plan, which needs to be put into place back in your district, with specific responsibilities, timelines and mechanisms for follow up identified.

Assessment and Evaluation

You will be asked to complete some post-test questions, to gauge how much you have learned in this training. Your trainer will ask you to provide some feedback on the training you have just participated in, through the conduct of an evaluation activity. Your feedback will be most helpful for the ongoing improvement of these training materials.

Thank you!