

# PROCEDURE FOR ISSUING SUPPLIES FROM HEALTH FACILITY MEDICINES STORE

Date: November, 25th 2023

Revision Number:

Date of Review:

**Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on issuing supplies from the health facility medicines store**

SNo.	PROCEDURE	RESPONSIBLE STAFF
<b>1.0</b>	<b>PLANNING</b>	
1.1	Establish ordering days for each user Department.	Stores In-charge
1.2	Establish who are authorized to generate, approve orders and receive commodities.	Stores In-charge
1.3	Obtain specimen signatures if necessary	Stores In-charge
<b>2.0</b>	<b>ORDER VALIDATION</b>	
2.1	Ensure that all orders are made using the requisition and Issues forms and they have been approved by the authorized personnel eg In-charge, SNO, Pharmacist.	Stores In-charge
2.2	Check that the orders made on the issue/requisition form are complete i.e Item description, quantity required.	Stores In-charge
2.3	Ensure that stock taken by user departments previously is well accounted for.	Stores In-charge
<b>3.0</b>	<b>ASSESS STOCK POSITION</b>	
3.1	Check whether the items ordered are available.	Stores In-charge
3.2	Check whether the quantities of the items ordered for are available.	Stores In-charge
3.3	If not, indicate in the issues column the quantity issued and reason or out of stock.	Stores In-charge
3.4	Confirm quantity, batch number and expiry dates of each item against delivery note.	Stores In-charge
<b>4.0</b>	<b>PICKING</b>	
4.1	Pick items expiring first.	Stores In-charge
4.2	Pick ordered commodities in respective quantities for products that are available.	Stores In-charge
4.3	Verify picked commodities against order to ascertain items and quantities picked.	Stores In-charge
<b>5.0</b>	<b>RECORDS MANAGEMENT</b>	
5.1	For each item picked, update the stock card immediately.	Stores In-charge
5.2	File a copy of the Issue/Requisition voucher (HMIS form 017)	Stores In-charge
<b>6.0</b>	<b>ISSUING STOCK</b>	
6.1	Pack for each department/ unit necessary.	Stores In-charge
6.2	Inform the departments/units to pick their consignment once ready.	Stores In-charge
6.3	Confirm that stock is handed over to authorized personnel only.	Stores In-charge