



# Inventory & Component Issue Procedures Proposal

Students' Gymkhana

IIT Kanpur

# Inventory

---

- A google form will be created for each club/Hobby Group each year which include the following points
  - Bill No./Invoice No.
  - Date of Bill
  - Vendor Name
  - Description of item with Specs
  - Quantity
  - Stock Register No./Page No.
  - Head Category
  - Fund Source
  - Project Name/Purpose
- This sheet should be shared with the President/General Secretary .Before signing over bills President/General Secretary has to check that those bills are entered into the google spreadsheet
- A Sample of the Form

**Inventory Form**

Electronics Club

**\* Required**

Bill No./Invoice No. \*

Date of Bill \*

Vendor Name \*

Description of item with full specs \*

Quantity \*

Stock Register No./Page No. \*

Head Category \*

☐ Consumable

☐ Contingency

☐ Equipment

☐ Books

☐ Travel

☐ Other:

Fund Source \*

☐ Gymkhana Fund (Allocated)

☐ Gymkhana Fund (SSF)

☐ Dora

☐ Other:

Project Name/Purpose(Brief) \*

Never submit passwords through Google Forms.

- A sample of the Entry

Inventory Form (Responses) ☆

File Edit View Insert Format Data Tools Form Help All changes saved in Drive

Comments

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Bill No./Invoice No.	Date of Bill	Vendor Name	Description of Item with full specs	Quantity	Stock Register No./Page No.	Head Category	Fund Source	Project Name/Purpose(Bri
2	5/13/2014 3:09:41	11111	5/31/2014	Xyz	Motor(300rpm)	1	234/45	Contingency	Dora	Test
3										
4										
5										
6										
7										
8										

- Periodically the entry from the component issue form which are not returned should be deducted from this Inventory by the Club/Hobby Group leaders.
- This list has to be made public on Club/Hobby Group/Council site.

# Component Issue

---

- Step 1:- To Check on the site that the Component related to you is available in Club/Hobby Group **(To be done by person requesting Components)**
- Step 2:- Fill 2 Copy of the Component Issue Form(SG12 ) **(To be done by person requesting Components)**
- Step 3:- Each Council or Each Club/Hobby group should maintain a online google form .Fill this online Component Issue Form **(To be done by person requesting Components)**
- If any of the component requested cost is more that Rs 5000/- Approval of President/General Secretary is Mandatory
- Step 4:- Submit one copy of the form to the Club Coordinators and the other copy should be kept with you as a receiving.
- Step 5:-Fill the details of the component issued in Component issue Spreadsheet and maintain it **(To be done by Club/Hobby Group Coordinators)**

## Component Issue Form

Robotics Club

\* Required

Name of the person requesting items \*

Roll No. \*

Room No./Hall \*

Email Id \*

Contact No. \*

Project/Purpose(breif) \*

List of Components Required With Quantity \*

eg Motor(300rpm 12v)-10 (Each component in new line)

Expected Date of Return \*

Never submit passwords through Google Forms.

- A sample of the Excel Sheet

Component Issue Form (Responses) ☆

File Edit View Insert Format Data Tools Form Help All changes saved in Drive

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Timestamp	Name of the person requesting items	Roll No.	Room No./Hall	Email Id	Contact No.	Project/Purpose	List of Components Required With Quantity	Expected Date of Return	Approved by Coordinator	Approved by Gen Sec if any item cost is greater than Rs 5000	Date of Issue	Caution money	Date of Return	Caution Money Returned	Fine and why
2	5/13/2014 15:57:05	Rudra	10517	B109/Hall1	rpsuman	9450003098	Test	Motor(300rpm 12v) - 5	5/31/2014							
3																
4																
5																
6																
7																
8																