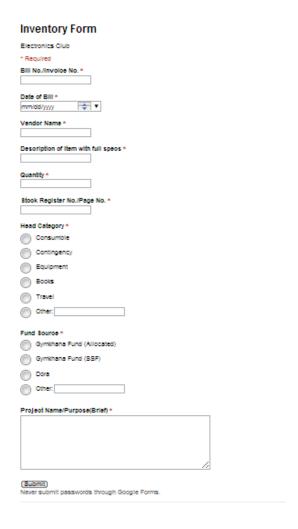# Inventory & Component Issue Procedures Proposal
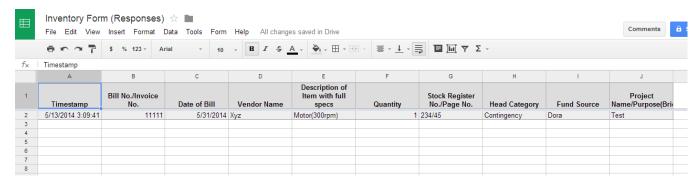
Students' Gymkhana

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

- A sample of the Entry

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

Expected Date of Return *
mm/dd/yyyy

Submit
Never submit passwords through Google Forms.

- A sample of the Excel Sheet