of time. Avoidance of delay for unnecessary movement of files is possible if flow charts are carefully designed. In an organization, for procurement of goods, services and works, some official procedures have to be maintained. Those can be depicted in flow charts in a sequential manner. For example, in order to purchase some materials, the stores department will have to send official note regarding the need. Then information will have to be collected about the product, price, suppliers etc. The suppliers will submit their rates etc. after receipt of official notification. Then after an official process work order or purchase notice will be issued, stock will be received, payment will be made to the supplier. Like this, the official procedure will go on. Following is an indicative list outlining the procedural steps.

- Receipt of requisition from stores
- Collection of information
- Calling for quotations
- Follow up with suppliers
- Receipt of materials and invoice
- Preparation of received notes from stores
- Materials checking with samples
- Invoice checking
- Passing the invoice for payment
- To the cash department for preparation of cheque
- Despatch of cheque

We will be discussing this in detail in unit 3.



CHECK YOUR PROGRESS

Q 4: State two functions of an office manager.

.....

.....

Q 5 : State two qualities of an office manager.

.....

.....