

Operations department policy and procedures

Peer Organization for Youth Development

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Table of contents

office procedures

.A CHOICE OF OFFICE LOCATIONS

.B RENTAL AGREEMENTS

Operations department procurement procedures

Field property and inventory procedures

.A DEFINITION OF POSSESSIVE

.B THE PURPOSE

.T RECEIPT AND ISSUANCE OF PROPERTY

.D INVENTORY RECORD

.C CONTROL AND USE OF PROPERTY

.H PROPERTY CARE AND MAINTENANCE (MAINTENANCE)

.X PROPERTY INSURANCE

.DR PROPERTY STOLEN, DESTROYED, LOST OR DAMAGED (DAMAGED)

.Y SPECIAL REQUIREMENTS FOR VEHICLES

.R STATISTICS AND PHYSICAL VERIFICATION OF INVENTORY

.G PREPARING INVENTORY REPORTS

.S PROPERTY USE STANDARDS

**.U AT ALL TIMES THE EMPLOYEE MUST COMPLETE AND SIGN THE INVENTORY
RESPONSIBILITY FORM BEFORE THE ITEM IS ISSUED**

.S MAINS SUPPLY

The Operations Department is responsible for

A. Choice of office locations

Office pickler is the responsibility of:

operation manager

Security Manager

Country Director

The Country Director is responsible for ensuring that donor regulations as well as established procurement policies and procedures are followed.

B. Rental Agreements

The lease contract is prepared by the Operations Department staff in accordance with the standard form of the rental agreement donors approved by the Headquarters General Counsel, in compliance with these basic principles:

- The term of the agreement must be specified, (the last deadline is the end of the organization's contract).
- Payment may be in advance (the last deadline is half the term of the agreement).
- Rental agreements for office/apartment buildings must be signed by the Country Director (two copies, one for the homeowner and one for the operations department files).
- Equipping the property with the necessary maintenance, furniture, equipment, water and electricity (according to the procurement and maintenance procedures).
- Any agreements or memoranda of understanding must be signed with local authorities or Governmental or international organizations by the Country Director.

Operations department procurement procedures

1. of all "services" and "materials" needed to properly run the a weekly list organization's offices and enable staff to carry out their work-related

responsibilities in a timely and effective manner in line with the objectives of the project. This list will be submitted by the Director of Operations to the Country Director. The Country Director shall submit the approved list of “Services” and “Materials” to the Operations Section Director to create a purchase requisition form to purchase related materials and services.

2. To purchase “services” or “materials” (necessary for the proper running of the organization’s office and enabling employees to carry out their work-related responsibilities, with an estimated value of \$1,000 or more competitive bidding procedures must be followed, i.e., a minimum of three in each A specific tender suppliers must be selected /potential contractors offer is kept in a file within the documents of the Operations Department of the tender process When the “services” or “materials” to be purchased are not of a lower offered price, a written justification must be provided after obtaining a prior approval from the country director.
3. To facilitate the purchase of commonly purchased items such as office supplies, which have a range of prices and models at the Operations Department. Operations department will keep a reference of the respective materials to facilitate their timely purchase.
4. Purchases of office equipment, utilities and maintenance services will be handled by the Operations Department. All equipment purchases worth more than \$5,000 will be handled by the Headquarters office. All purchases must receive prior approval from the Country Director.
5. For minor repairs and overhauls (worth less than \$1,000) for the organization's office, the Operations Division will contract with contractors who have performed similar work for certain fees (based on a pre-approved list).

Any non-consumable items that cost more than \$200 need an inventory *** registration number. The Finance Department will need an inventory registration form signed (by the Operations Department Manager) to be attached to the bid to clear the accounts of the concerned employee and ensure that the assets are entered into the main inventory list.

Field property and inventory procedures

A. property definition

Organizations define "property" (as referred to as equipment and assets) in different ways, property meaning non-expendable and expendable property purchased for use in the Program. An inventory record of expendable and non-expendable property or equipment should be kept and updated as discussed here.

Equipment is a material with a personal advantage that is not consumable and has a usable life of one year or more . Unit cost is greater than or equal to The non-consumable material must be portable and not permanently .5,000\$ fixed. The unit cost does not include any shipping costs.

Non-Consumable Supplies - Items with a personal advantage that have a usable life of one year or more and have a unit cost greater than or equal to and less than \$5,000 200\$.

consumable supplies - Means all personal property except for non-expendable equipment and supplies. Due to the immediate, post-order nature of a project, consumables do not need to be kept separate records.

B. the purpose

This guideline policy establishes a process for recording, identifying and ensuring accountability for all materials purchased for the project. In order to control the materials, equipment, tools and supplies purchased under project funds, an inventory control system is needed. These Guidelines apply only to non-expendable items of equipment or supplies as defined above, hereinafter referred to as "Property". The accountability responsibility for the property is assigned to the Operations Manager for maintaining proper records of the property as well as ensuring that all materials are identified through the inventory tag number and reported in annual physical inventories.

Property risks can be greatly reduced through good management and particularly through inventory control procedures. It is critical that accurate and complete inventory records are kept and kept up to date, right from the start of operations. Personnel assigned by the Country Director, Operations Manager, should always verify that the inventory control system is working properly. Frequent audits may be required at the beginning of the process, when the system is already operational. Audits should include unannounced verifications

of property registration on inventory records. All personnel shall be trained and/or instructed in the basic principles of inventory control and procedures. In the absence of a system of this type and used by all employees in a disciplined manner, there is a much higher risk of theft, loss and inefficiency.

C. Receipt and issuance of property

The simple principles of receiving and issuing property require that all incoming property be signed using an issue form and then entered in the inventory record. All property issued must be signed using an issue form and recorded in the inventory record.

When new property is purchased, the Operations Manager must complete a physical inventory. An inventory tag number must be placed immediately for the newly purchased property. The tag number assigned to a piece of property serves as a central mechanism for establishing the unit's record in the inventory control system. The property is then added to the inventory record.

D. inventory record

An accurate inventory record is required and must be kept for all property. This inventory list allows to keep track of the property of the project and companies and is necessary for insurance purposes. This inventory should contain the following information:

- inventory mark number
- Description of the material (must be as detailed as possible)
- Manufacturer and model or serial number of the manufacturer (manufacturer name and version or type of material and serial numbers) where applicable. Chassis and engine numbers must be used for vehicles. Hard disks for some desktop computers do not contain serial numbers.
- Purchase (acquisition) price (including shipping, handling, installation costs, import taxes, and other costs reasonably associated with the purchase. The invoice price recorded in local currency must be converted into US dollars. Inventory must include prices in US dollars)
- Acquisition date
- Property location (insert office and room name)

- property status (use only state coding (as per USAID),
= 1 New
Operates without major repairs = 4
economically repairable = 7
S = only substance contents are of value
X worthless material =

The inventory system must ensure that all properties are promptly marked with the inventory number. The suggested numbering is four sequential numbers (**0001**).

For example - **0987** - denotes a material found in Kirkuk and purchased for use in a project. For some equipment that has several parts such as computers (hard disk, monitor, keyboard) or mobile phones (phone, truck, one inventory mark number should be used.

The inventory number should be written on an inconspicuous part of the item, however, it should be easy to locate. You must use a permanent marker or pen (not erasable) to write the inventory number.

The inventory records will be fully computerized and the required reports will be generated. Paper records will be kept at a minimum.

E. Control and use of property

There must be a system of control in place to ensure that adequate safeguards are provided to prevent loss, damage or theft of property. Most of the property is located within the office. Offices shall have adequate security measures to ensure the protection of property.

F. Property care and maintenance (maintenance)

Some properties require scheduled maintenance (eg vehicles) and all properties need to be repaired when there is a breakdown or malfunction. Adequate maintenance measures must be implemented to keep the property in good condition. Preventive maintenance of the property will be carried out on a regular basis to prevent and avoid major defects and to detect and correct minor defects before they lead to severe consequences. An effective preventive maintenance program should include proper storage and maintenance of accessories and tools. Employees must be entrusted

with the care and preservation (maintenance) of property. Property maintenance will be performed annually on each subject.

G. property insurance

As required by USAID regulations, all property must be insured against damage, loss, or damage. The Country Director works with the department responsible for insurance coverage at headquarters to ensure that the property has comprehensive insurance coverage. In the event of property damage, loss or theft, the insurance company must completely replace the items. An application for obtaining insurance must be sent to the headquarters with the inventory report as shown below. The headquarters, through its co-insurance, will ensure that the property is covered. The project does not need to purchase any additional insurance on the property, and the insurance provided by the headquarters is sufficient.

H. Property stolen, destroyed, lost or damaged (damaged)

In the event of theft, destruction, loss or damage (damage) of property, a statement must be submitted to the headquarters including the following information:

- inventory mark number
- Article description
- Manufacturer, model and serial number of the manufacturer
- The date and source of the loss
- Name of the employee responsible for reporting property loss issues
- Police report if relevant

This is in addition to the requirements of the insurance company, which may have its own procedures, including information. The Country Director should be familiar with the headquarters procedures regarding the right to an insurance claim.

- Assets will not be disposed of without the prior written approval of the Country Director, and the Country Director will seek HQ and USAID approval as necessary.

Any equipment that is transferred from one person to another, stolen, disposed of, or replaced must be reported to the inventory officer by the person responsible for the property.

The employee who is owed any property will sign a release form stating that he accepts responsibility for the assigned property. Any major theft or major loss is investigated by the Country Director, and the employee is to prepare a written report stating the truth and make a recommendation to improve inventory control procedures, as well as take disciplinary action for those who have violated the applicable policy. In order to maintain the integrity and proper implementation of this policy guideline, any loss or theft of more than \$200 will be fully investigated and the proceedings will be documented.

Property that is destroyed, lost, damaged or destroyed from time to time will need to be replaced. When replacement property is acquired, the replaced property can be used as a barter or sale of property and the proceeds used to offset the costs of the replacement property. If the property is not depreciable or restricted, it will be subject to approval by the USAID Agreement Officer through the principal contractor.

I. Special requirements for vehicles

- There are special requirements for the acquisition and use of project vehicles. Except in emergencies for personal reasons and must be driven only by authorized used program personnel.
- All vehicles owned by the organization must maintain a vehicle record which is kept inside each vehicle at all times. The log includes the following information: date, start and end of the ,distance (kilometres) traveled (recorded according to each trip) people carried, origin, destination, purpose of the trip, driver's name and passenger's signature. Other information to be included in the log: Vehicle maintenance history, eg type of maintenance performed (oil change, filters, fuel added, etc.). When purchasing fuel for a vehicle, you must include the date, current mileage, cost of fuel and the number of liters of fuel purchased. The Operations Department audits these records to ensure that they are updated on a regular basis.

- All required repairs and maintenance operations must be reported to the Operations Manager who will seek the approval of the Country Director for such maintenance and repairs.
- All documents for repairs and maintenance operations that need to be paid must contain the documents below:
 - maintenance sheet,
 - List of repairs and maintenance operations approved by the Country Director, and
 - Invoices (according to the purchasing procedures of the Operations Department).
 - Vehicles should be maintained on a regular basis after every km traveled and should consist of the following 3000:
 - change grease and filters,
 - Replacing the air filter and positive vent valve for the engine sump and filter,
 - Chassis lubrication,
 - Check and fill all fluids,
 - Check and adjust belts,
 - Check all hoses,
 - Check all lamps,
 - Check the electrical system, including all fuses,
 - windshield wipers check,
 - Inspect and adjust doors
 - tire budget check,
 - Perform visual inspection of the brakes,
 - Vehicle axle (Excel) maintenance,
 - Exhaust system check, and
 - Tire recycling.
- The quarterly report on the vehicle must be updated and submitted to the Country Director on a quarterly basis.

Project vehicles must be secured not only by field offices, but also by headquarters. Therefore, immediately after purchasing a new vehicle, the headquarters must be informed of the purchase for inventory and insurance purposes.

J. Statistics and physical verification of inventory

Carrying out a physical and financial inventory of all equipment is required once a year. The operations department manager shall carry out a census and verify the existence, location and condition of the property. The results of the physical inventory must correspond to the equipment records. Any discrepancies between the quantities determined by the physical examination and those appearing in the record shall be investigated to determine the reasons for the discrepancies. The operations manager must inform all employees of the physical inventory and timing. The physical inventory must be completed within seven business days to make a complete inventory. The director of the Operations Department must implement the approved forms and tools for physical inventory issued by the headquarters. A report on the physical inventory is prepared within three days of completing the census and physical verification and submitting it to the country director and headquarters. The Country Director will ensure that annual inventory reports are submitted to USAID as required.

K. Preparing inventory reports

The Operations Division Manager is responsible for preparing control reports on all movable property purchased for the project. Inventory reports are required on a monthly basis as part of the Overseas Cash Accountability (ReportOSCAR). The monthly report only needs to report on the current inventory accounting for the additions and deletions of items during the month and does not need to express the physical statistics.

Annual Reports: Annual reports should be submitted to headquarters along with the above-mentioned inventory verification report.

L. Property Use Standards

- Employees are responsible for the property issued to them. Employees are responsible for the care and protection of property.
- If property is stolen, damaged and lost due to employee negligence, he will be responsible for paying the original purchase price of the item and as determined by the project manager under the circumstances.
- The property is used exclusively for program activities and for the performance of the responsibilities assigned to that employee.
- Employees cannot exchange materials with other employees without the prior approval of the Operations Manager.

- If the property is in an acceptable (good) working condition, no new property will be issued to employees
- No employee may change the location of property items without prior permission from the Operations Manager
- No employee may carry out property repairs without prior permission from the Director of Operations Department
- Employees must notify inventory personnel immediately in the event of property loss and/or damage
- At the end of work (employment) for any reason, employees must return property and accessories in a reasonable (workable) condition
- Inventory number signs should not be removed from the property as it serves as an inventory control and accountability system

M. At all times the employee must complete and sign the inventory responsibility form before the item is issued

N. mains supply

The Operations Department is responsible for

- Ensuring the complex's supply of electric current from the national grid and electric generators.
- Scheduling the working hours of the generators to ensure that there is no power outage in the complex (24 hours a day, 7 days a week).
- Follow up the daily checklist for maintenance by generator operators and submit a daily report to the supervisor.
- Arrange the work schedule of generator operators in ways that ensure hour supply of electric current-24.
- Supervision and maintenance of generator control panels and electrical network.
 - A daily checklist of generators has been created to ensure control over fuel and oil consumption, and this also helps to maintain filters and others.

Official books from/to

All official letters sent from the organization to any other organizations, government departments, individuals, etc. must be signed and stamped by the country director, and must have a reference number. The reference numbers are controlled and recorded by the Operations Department. The Operations Department shall keep a record and copy of all books issued/incoming to the Organization in the Operations Department Documentation System.