

# JOB ROLE –STORE KEEPER

Sector – Apparel, Made-Ups and Home Furnishing

(Qualification Pack Code: AMH/Q0501)

Class XI

PSS Central Institute of Vocational Education  
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India



---

[www.psscive.ac.in](http://www.psscive.ac.in)

# UNIT 1: INTRODUCTION TO STORE KEEPING AND ACCOUNTING OF MATERIAL

Session 3: Inspect and Check Materials while Issuing

# Content

Title	Slide No.
Session Objectives	4
Inspecting and Checking materials quantity, quality, shelf-life, package size while issuing	8
Read written instructions related to the process of issuing and receiving of materials	13
Summary	14

# Session Objectives

The students will be able to:

- Gain knowledge of Issuing of material as an operation of Store department.
- Explain about methods of issuing material, material requisition form and factors considered while issuing of material.

# ISSUING MATERIAL AS AN IMPORTANT FUNCTION OF A STORE

- A store not only receives and stores the goods, it also issues the raw material or goods to various departments.
- There is always some department in need of material and issuing of material from store is a routine affair.

# MATERIAL REQUISITION NOTE/SLIP

- Written records have to be maintained for issue of the material.
- The request for issue of material is done on a material requisition note.
- The requisition notes are made out in triplicate (one copy each for store-keeper, purchase department and department requesting material).



# Factors considered while Issuing material

For store management's efficient operation following three factors are very crucial for efficient issuing of materials:

- Authorization of issues
- Identification of requirements
- Timing of issues



# Authorization of issues



- Only people authorized by the management or officers can get the material issued from the store.
- The request for issue of materials has to be made in written form or documents for proper authorization.
- A store-keeper must verify requisition note for authorization.

# Identification of Requirements

- While issuing the material, details about materials such as part number, code number, etc. should be recorded.
- This ensure the supply without delay and unnecessary correspondence.
- The material requisition note should have clear details about the material required.



# Timing of issues



- The store keeper usually ensures certain fixed timing for issuing material to indenting departments in normal working hours.
- The issue of material should be done on fixed timing and each department should be given a separate time schedule for issue of material from store.
- The timings should be ensured by the store-keeper.

# METHODS FOR ISSUE OF MATERIALS

## Issue on Request

- The user department normally sends a man with indent / requisition and collects the materials from stores.

## Issue Per Schedule

- The store department keeps material ready to issue for regular functioning of production department as per fixed schedule.

## Replacement Issue

- When a fresh issue of spares has to be made the Engineering department gets the parts issued from store on replacement basis.

## Stock Records

- The store-keeper maintains records of store since there is a large transaction of material from stock to different departments.

# WRITTEN INSTRUCTIONS RELATED TO PROCESS OF ISSUING MATERIALS

- It is the duty of the storekeeper to check that the requisition / indent has been duly authorized by an officer of the user department.
- Signature of the authorized officer and their designations should be available with the store staff to verify the authenticity and genuineness of the requisition.

# Summary

In this session you have learnt about Issuing of material as an operation of Store department, methods of issuing material, material requisition form and factors considered while issuing of material.

**Project Coordinator : Dr. Pinki Khanna**

**Coordinator – Shivangi Vig  
Nupur Srivastava**

**Assistance  
Vani Pandya**

**Graphic Artist  
Prachi Verma**



**Joint Director**  
PSS Central Institute of Vocational Education  
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

**E-mail: [jdpsscive@gmail.com](mailto:jdpsscive@gmail.com)  
Tel. +91 755 2660691, 2704100, 2660391, 2660564  
Fax +91 755 2660481  
Website: [www.psscive.ac.in](http://www.psscive.ac.in)**