STORE OPERATIONS SOP (CHECKLIST)

PURCHASES | ISSUANCE | INVENTORY | PRINTING

1. PURPOSE

To ensure accountability, proper payment verification, controlled issuance, and accurate documentation across all store activities

2. APPROVED CHANNELS

All payments/requests must go through:

Store: gmytstore@gmail.com	
Finance (CC): gmy4tfinancedept@gmail.com	

No unofficial confirmations allowed

3. CORE PROCESS (PAYMENT - ISSUANCE - RECORDING)

3.1 PAYMENT VERIFICATION (ACCOUNTS)

Student are to sends proof of payment (items/printing) to Store email and copy Finance email.

Accounts must:

- Verify payment
- Generate POS receipt
- Sign receipt & ensure student signs

Only signed POS receipt (Accountant + Student) is valid
No receipt = No store service

3.2 ITEM ISSUANCE (STORE)

Before releasing any item, confirm:

- Receipt is valid
- Both signatures present
- Item matches payment
- Issue strictly what was paid for
- No receipt = No item *(no exceptions)*

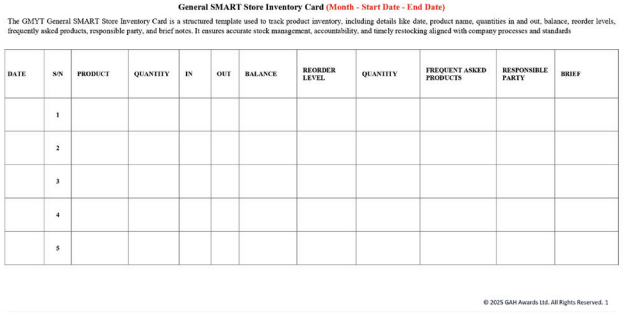
3.3 INVENTORY & DAILY CONTROL

Immediately after issuance:

Log item in Inventory Sheet
Record under student name

End of day (before 4PM):

Update all issued items
Confirm remaining stock
Submit daily reconciliation



General SMART Store Inventory Card (Month - Start Date - End Date)

The GMYT General SMART Store Inventory Card is a structured template used to track product inventory, including details like date, product name, quantities in and out, balance, reorder levels, frequently asked products, responsible party, and brief notes. It ensures accurate stock management, accountability, and timely restocking aligned with company processes and standards

DATE	S/N	PRODUCT	QUANTITY	IN	OUT	BALANCE	REORDER LEVEL	QUANTITY	FREQUENT ASKED PRODUCTS	RESPONSIBLE PARTY	BRIEF
	1										
	2										
	3										
	4										
	5										

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3.4 DOCUMENTATION (MANDATORY)

Upload all receipts to Drive
(proper naming)

File all receipts physically
(by date/transaction)

4. PRINTING SERVICES (CONTROL FLOW)

4.1 REQUEST – COST – PAYMENT

Student sends document + details
Store communicates cost
(paid service)

Student pays & sends proof
(copy Finance)

4.2 AUTHORIZATION (CRITICAL)

1. Printing proceeds ONLY if:
2. Payment verified
3. POS receipt generated
4. Receipt signed
   (Accountant + Student)

4.3 RECORDING

All printed documents must be:

1. Logged
2. Uploaded to Drive
3. Filed physically



COMPANY DOCUMENT PRINTING (STRICT RULE)

For ALL internal/company printing:

1. Accounts must generate POS receipt
2. Receipt must state which company is billed
3. Store must NOT print without receipt
4. Staff must NOT request/print without receipt
5. No exceptions