

**Department of Education**  
**SPTVE**  
**Exploratory 7**  
**Electrical Installation and Maintenance**  
**Request Appropriate Electrical Supplies,**  
**Materials and Tools**  
**Quarter 2: Week 2 Module**



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## Expectations

At the end of the module, you should be able to:

1. identify the different forms used in electricity in order to perform a specific job/task.
2. describe the purpose of each form when requesting for electrical supplies, materials and tools.
3. distinguish the difference of each form when requesting for electrical supplies, materials and tools; and
4. ensure the right electrical materials and purchases are in good condition



## Pre-Test

**Directions.** Identify what is being described or defined. Use a separate sheet of paper in writing the letter and the complete word/s of the correct answer.






1. It is a document generated by a user department to notify the purchasing department of the items it needs to order.  
A. Borrower's form  
B. Inventory form  
C. Job Order form  
D. Purchase requisition form
2. It represents one of the very important assets that most businesses possess.  
A. Borrower's form  
B. Inventory form  
C. Job Order form  
D. Purchase requisition form
3. It contains written instructions to perform a work according to specified requirements.  
A. Borrower's form  
B. Inventory form  
C. Job Order form  
D. Purchase requisition form
4. It is a form used to request for tools and equipment needed for a particular job.  
A. Borrower's form  
B. Inventory form  
C. Job Order form  
D. Purchase requisition form
5. It contains the authorization to proceed with the purchase.  
A. Borrower's form  
B. Inventory form  
C. Job Order form  
D. Purchase requisition form
6. The question to be asked when receiving electrical shipment under the condition of checking holes, water, stains and tears.  
A. Is it for me?  
B. Is it damaged?  
C. Is there any problem?  
D. Is the piece count correct?

7. The question to be asked when receiving electrical shipment under such condition as checking the delivery under the consignee's name and address.
- A. Is it for me? C. Is there any problem?  
B. Is it damaged? D. Is the piece count correct?
8. The question to be asked when receiving electrical shipment under such condition as counting the pieces and matching the number on the delivery receipt to the number you have counted.
- A. Is it for me? C. Is there any problem?  
B. Is it damaged? D. Is the piece count correct?
9. Who is responsible for requesting inspection for damaged goods and packaging?
- A. The collector C. The receiving person  
B. The delivery man D. The requisitioner
10. What should a person do with the findings of the inspection?
- A. Call the police C. Reprimand the delivery man  
B. Call the requisitioner D. Write the findings and take picture



## LOOKING BACK

In the previous lesson you have learned to identify and classify the different electrical tools, materials, and equipment. On the space provided, write the name of the tools and its classification.

Tools	Name	Classification
		
		
		
		
		



## Brief Introduction

Before doing any work or task in electricity, it is important to list down and prepare the materials and tools needed for the job to ensure completeness, accuracy, and job completion within the required time frame.

The content of this module will help you recognize the different types of forms needed in requesting for electrical tools and supplies.

However, careful checking and inspection of delivered electrical supplies, materials and tools are part of standard operating procedure. This is done to ensure that the requested items are not damaged and has no defects.

There are steps and protocols that need to be followed once inspection and checking of items are done.



## Activities

Correction of the entry in different forms used in electrical work is necessary in order to acquire right, complete and accurate number of materials and tools needed in a specific electrical job. Here are samples of different forms used in electrical work.

1. **Purchase requisition** is a document generated by a user, department or storeroom personnel to notify the purchasing department the items it needs to order, their quantity, and the timeframe. It may also contain the authorization to proceed with the purchase. This is also called **purchase request** or **requisition**.

REQUISITION SLIP FORM					
Name: _____					
Project: _____					
Location: _____					
Classification: _____					
Purpose: _____					
NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
REQUISITIONER		TEACHER		HEAD	
				PRINCIPAL	

2. **Inventory** of raw materials, work-in-process goods and completely finished goods are considered to be the portion of a business's assets that are ready or will be ready for sale. Inventory represents one of the most important assets that most businesses possess, because the turnover of inventory represents one of the primary sources of revenue generation and subsequent earnings for the company's shareholders/owners.

INVENTORY OF MATERIALS FORM						
Name: _____						
Section: _____						
School: _____						
Shop lab: _____						
Purpose: _____						
Tools/ Equipment	Qty.	No. of Functional Material	No. of Non-Functional BUT Repairable Material/s	No. of Condemnable Material/s	No. of Borrowed	No. of Missing
REQUISITIONER		TEACHER		HEAD		PRINCIPAL
Date: _____						

**3. Job order or Work Order form** is a written instruction to perform a work according to specified requirements, within specified time frame and cost estimates.

[Company Name / Logo]		<b>WORK ORDER</b>	
[Street Address]		W.O. # : <b>[123456]</b>	
[City, ST ZIP]		W.O. Date : 12/22/2010	
Phone: [000-000-0000]		Requested By: [Customer Name]	
Fax: [000-000-0000]		Customer ID: [abc1]	
[Web Address]		Department :	
<b>JOB</b>	<b>BILL TO</b>	<b>SHIP TO (if different)</b>	
[Enter description of work]	[Name]	[Name]	
	[Company Name]	[Company Name]	
	[Street Address]	[Street Address]	
	[City, ST ZIP]	[City, ST ZIP]	
	[Phone]	[Phone]	
<b>QTY</b>	<b>DESCRIPTION</b>	<b>TAXED</b>	<b>UNIT PRICE</b>
15	Part XYZ	x	150.00
5	Hourly Labor for ABC (\$5 hour)		50.00
			2,500.00
			250.00
			-
			-

4. **Borrower's Form** is a form used to request for tools and equipment needed for a particular job. It indicates the department that the borrower is connected, the date, the job that is to be done, the person who will approve the request, when it will be returned and the condition of the item.

EQUIPMENT BORROWERS FORM			
(Revised 31 August 2010; Accomplish in duplicate)			
REQUEST NO: _____ (do not fill up this item)		DATE: _____	
MR / MS	SURNAME	GIVEN NAME	MIDDLE
(Please encircle)	ADDRESS:	CONTACT NO.	E-MAIL ADDRESS:
Please check:			
<input type="checkbox"/> Student	Student No. _____	Subject: _____	
<input type="checkbox"/> Dept. Faculty	Employee No. _____		
<input type="checkbox"/> Dept.	Department	College: _____	
<input type="checkbox"/> REPS/Staff	Office Address: _____		
<input type="checkbox"/> Others	Accompanying DGE-TCAGP Member: _____		
PURPOSE: _____			
INTENDED PERIOD OF USE: _____ to _____		LOCATION: _____	
CHECKLIST OF REQUESTED ITEMS *:			

\* If more than 8 items, provide another attachment.  
 \*\* Do not fill this part, to be countersigned by authorized staff upon receipt and return.

One of the tasks of a supply or logistics officer is the purchase of the company's supplies, tools and materials or anything that the company needs. But his duty does not end in just purchasing but also in receiving the deliveries. In receiving the deliveries, it is important to understand that the officer need to ensure that the right materials and supplies were delivered without any defects and all are in good condition.

#### A. When you receive a shipment, ask the shipper the following questions:

1. **Is it for me?** Check the delivery receipt for the consignee's name and address. Make sure the goods have the exact address. Check the freight to see if it is the same as described on the delivery receipt. Look at the label on each item to make sure the shipment belongs to you.

2. **Is it damaged?** Do not sign the receipt before inspecting for damage. Check for holes, water, stains, and tears. Pick up cartons if you can. Check for rattling. Listen for something broken inside. Check to see if any package has been opened or if the sealing tape has been tampered with.

3. **Is the piece count correct?** Count the pieces and match the number on the delivery receipt to the number you have counted. If the shipment is on a pallet, check and ensure the pallet is solid with no voids inside the stack. If the shipment is shrink or stretch wrapped, make sure the wrap hasn't been cut and pieces removed. Sign only for the type of unit you receive.

**B. If your delivery doesn't check out, do one of the following:**

1. Refuse shipment if it isn't yours, if the shipment does not meet the terms specified by your agency, or is damaged to the point where it no longer has a value.

2. If it is yours and only partially damaged or short, accept it and note exceptions on the delivery receipt.

**C. How to note exceptions:**

1. **Damage Notations:** Be specific. Describe the damage accurately. Pinpoint the locations of all defects. If you can see the damage, have the driver wait while you open and inspect the packages. Write down the number and identity of the damaged pieces. This is called a "joint inventory."

2. **Shortage Notations:** If part of shipment is missing, write the number of pieces actually delivered on the delivery receipt and circle it. Then write down the number of pieces missing and note them as "short."

3. **Signatures:** Write down all exceptions on both copies of the delivery receipt. Have the driver sign both copies of the delivery receipt in his full name (not initials or nicknames). After the driver signs, you sign also. Write your agency's name, your full name, the date, and the time of day.

**D. Follow these steps when requesting an inspection:**

1. The receiving person is responsible for requesting the carrier to inspect the damaged goods and packaging. The formal request should be made by phone right after discovering any loss or damage.

2. After the phone request, make a request for inspection by the carrier in writing. Note the date and time of your previous phone call and the person contacted. Keep a copy of your request letter on file.

3. Once contacted about damage or shortage, the carrier may waive inspection and tell you so. If so, write down the name of the person who waived the inspection, and the date and time of waiver. Then conduct your own detailed inspection. Write up your findings in a report and attach it to the file. If you can, take photographs to confirm your inspection report.



## Remember

- ✓ There are four (4) types of forms used in electricity to complete a certain job as follows: Purchase Requisition, Inventory, Job or Work Order, and Borrower's Form.
- ✓ It is important to check, inspect and count the number of electrical supplies, materials and tools based on the requisition form.
- ✓ Look for any damage and manufacturing defects once you receive the shipment.
- ✓ Sign only for the type of unit you receive.
- ✓ When requesting for inspection due to discovered loss or damage, a formal request should be made by phone.



## Checking Your Understanding

### Activity 1: "GUESS IT RIGHT"

**Directions:** Name the forms below and write your answer on the space provided

1. \_\_\_\_\_

REQUISITION SLIP FORM					
<b>Name:</b> _____					
<b>Project:</b> _____					
<b>Location:</b> _____					
<b>Classification:</b> _____					
<b>Purpose:</b> _____					
NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
REQUISITIONER		TEACHER		HEAD	
				PRINCIPAL	

2. \_\_\_\_\_

EQUIPMENT BORROWERS FORM			
<i>(Revised 31 August 2010; Accomplish in duplicate)</i>			
REQUEST NO: _____	(do not fill up this item)		DATE: _____
MR / MS _____			
(Please encircle)	SURNAME _____	GIVEN NAME _____	MIDDLE _____
	ADDRESS: _____	CONTACT NO. _____	E-MAIL ADDRESS: _____
Please check:			
<input type="checkbox"/> Student	Student No. _____	Subject: _____	
<input type="checkbox"/> Dept. Faculty	Employee No. _____		
<input type="checkbox"/> Dept.			
REPS/Staff	Department _____	College: _____	
<input type="checkbox"/> Others	Office Address. _____		
Accompanying DGE-TCAGP Member: _____			
PURPOSE: _____			
INTENDED PERIOD OF USE: _____ to _____ LOCATION: _____			
CHECKLIST OF REQUESTED ITEMS *:			
* If more than 8 items, provide another attachment.			
** Do not fill this part; to be countersigned by authorized staff upon receipt and return.			

3. \_\_\_\_\_

[Company Name / Logo]		<h2 style="margin: 0;">WORK ORDER</h2>	
[Street Address] [City, ST ZIP] Phone: [000-000-0000] Fax: [000-000-0000] [Web Address]		W.O. # : [123456] W.O. Date : 12/22/2010 Requested By: [Customer Name] Customer ID: [abc1] Department:	
JOB	BILL TO	SHIP TO (if different)	
[Enter description of work]	[Name] [Company Name] [Street Address] [City, ST ZIP] [Phone]	[Name] [Company Name] [Street Address] [City, ST ZIP] [Phone]	
QTY	DESCRIPTION	TAXED	UNIT PRICE
15	Part XYZ	x	150.00
5	Hourly Labor for ABC (5 hours)		50.00
			2,250.00
			-
			-

## Activity 2: SUPPLY THE MISSING WORDS

**Directions:** Write on the blank the missing word/s that will complete the statements below.

1. Check the \_\_\_\_\_ receipt for the consignee's name and address.
2. Look at the label on each item to make sure the \_\_\_\_\_ belongs to you.
3. Do not \_\_\_\_\_ the receipt before inspecting for damage.
4. \_\_\_\_\_ the pieces and match the number on the delivery receipt to the number you have counted.
5. If the shipment is shrink or \_\_\_\_\_, make sure the wrap hasn't been cut and pieces removed.



## Post-Test

**Directions.** Identify what is being described or defined. Use a separate sheet of paper in writing the letter and the complete word/s of the correct answer.

1. In this form, you need to indicate the number of functional, non-functional, condemned, borrowed and missing materials.
 

A. Purchase requisition form
C. Job Order form

B. Inventory form
D. Borrower's form
2. This form is used to request for tools and equipment needed for a particular job. It indicates the department that the borrower is connected, the date the job that is to be done.
 

A. Borrower's form
C. Inventory form

B. Job Order form
D. Purchase requisition form



3. It is a written instruction to perform a work according to specified requirements, within specified time frame and cost estimates.
  - A. Borrower's form
  - B. Inventory form
  - C. Job Order form
  - D. Purchase requisition form
4. This type of form has the name of the items needed, the quantity of each item, as well as the unit and total cost.
  - A. Job Order form
  - B. Inventory form
  - C. Borrower's form
  - D. Purchase requisition form
5. What should you do with the copy of your request for inspection?
  - A. Give back to the carrier
  - B. Keep a copy
  - C. Make a scratch paper
  - D. Reproduce a copy
6. The question to be asked when receiving electrical shipment under such condition as counting the pieces and matching the number on the delivery receipt to the number you have counted.
  - A. Is it for me?
  - B. Is it damaged?
  - C. Is there any problem?
  - D. Is the piece count correct?
7. The question to be asked when receiving electrical shipment under such condition as checking the delivery under the consignee's name and address.
  - A. Is it for me?
  - B. Is it damaged?
  - C. Is there any problem?
  - D. Is the piece count correct?
8. What should a person do with the findings of the inspection?
  - A. Call the police
  - B. Call the requisitioner
  - C. Reprimand the delivery man
  - D. Write the findings and take picture
9. It represents one of the very important assets that most businesses possess.
  - A. Borrower's form
  - B. Inventory form
  - C. Job Order form
  - D. Purchase requisition form
10. It contains the authorization to proceed with the purchase.
  - A. Borrower's form
  - B. Inventory form
  - C. Job Order form
  - D. Purchase requisition form

**ANSWER KEY:**

**Pre-Test:**

1. Purchase requisition form
2. Inventory form
3. Job order or work form
4. Borrower's form
5. Purchase requisition form
6. Is it damaged?
7. Is it for me?
8. Is the piece count correct?
9. The receiving person
10. Write the findings and take picture

**Looking back:**

Pliers	Long nose pliers
Portable electric drill	Portable electric drill
Hammers	Claw hammer
Electrician's knife	Electrician's knife
Pliers	Side cutting pliers

**Checking Your Understanding:**

**Guess the picture**

1. Purchase requisition form
2. Borrower's form
3. Job or work order form

**Supply the missing words**

1. Delivery
2. Shipment
3. Sign
4. Count
5. Shrink wrapped

**Post Test:**

1. Inventory form
2. Borrower's form
3. Job order form
4. Purchase requisition form
5. Keep a copy
6. Is the piece count correct?
7. Is it for me?
8. Write the findings and take picture
9. Inventory form
10. Purchase requisition form

## References

1. Electrical materials and tools, Department of Education, **K to 12 Basic Education Curriculum Technology and Livelihood Education** Learning Module
2. Philippine Electrical Code, 2000 Edition