MANAGING WAREHOUSE STORES INVENTORY PROCEDURE (PUR-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process for establishing inventory levels for warehouse stores and controls for insuring accountability.

2.0 RESPONSIBILITY:

2.1 Warehouse Supervisor

3.0 APPROVAL AUTHORITY:

3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

4.1 None.

5.0 PROCEDURE:

5.1 Warehouse Supervisor identifies items to be stocked in the warehouse based on high volume items where economies would be realized.

5.2 Warehouse Supervisor establishes minimum/maximum quantity ordering points based on historical trends.

5.3 Warehouse Supervisor notifies Purchasing Director of low quantities, Purchasing Director then issues a purchase order to stock warehouse items as needed.

5.4 Stock items are checked against the claim voucher (receiver report) for correctness upon delivery to the warehouse.

5.5 Quantities of stock items received are entered into the computer inventory system by warehouse staff each morning prior to opening for business (current unit selling price reflects the average of the total purchase price of the inventory for particular item divided by the quantity of stock on hand).

5.6 A cycle count of ten different stock items is conducted weekly by the warehouse staff to insure accuracy and accountability for warehouse stock items (ref. computer generated Inventory Count Worksheets).

5.7 Stock levels of inventory are reduced with the filling of each customer's order.

5.8 Inventory levels of stocked items delivered to and then returned by the customer are adjusted upon receipt of the items.

5.9 Warehouse inventory is reconciled monthly with the ledger books.

5.10 Year-end inventory is conducted.

5.10.1 Computer generated report denoting the inventory level of all stocked items is run.

5.10.2 Non-warehouse staff conducts a physical inventory and notes count of each item.

5.10.3 The physical inventory count is then reconciled with the computer inventory levels and adjustments are made to the inventory to reflect the number of actual stock items on hand.

6.0 ASSOCIATED DOCUMENTS:

6.1 Claim Voucher (receiver report) computer generated

6.2 Inventory Count Worksheet computer generated

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Claim Voucher	Warehouse	Current plus five years	Discard as Desired	Secured Building
Inventory Count Worksheets	Warehouse	Current plus five years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
1/14/03		Initial Release
3/10/06	A	Update procedure and flowchart re MUNIS software
4/13/06	B	Clarify 5.3, remove PUR-F002 from 5.8 & Associated Documents
3/5/13	C	Update logo and format, change Purchasing Agent to Purchasing Director in 5.3

9.0 FLOWCHART:

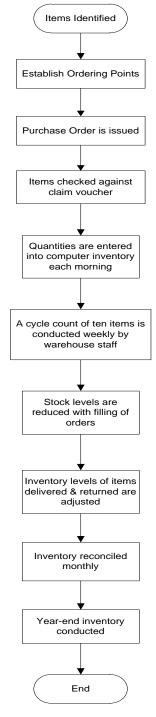9.1 A flowchart detailing this process can be found below.

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        ( Items Identified )
                |
                v
   [ Establish Ordering Points ]
                |
                v
   [ Purchase Order is issued ]
                |
                v
   [ Items checked against
       claim voucher ]
                |
                v
   [ Quantities are entered
     into computer inventory
         each morning ]
                |
                v
   [ A cycle count of ten items is
       conducted weekly by
         warehouse staff ]
                |
                v
   [ Stock levels are
     reduced with filling of
           orders ]
                |
                v
   [ Inventory levels of items
     delivered & returned are
           adjusted ]
                |
                v
   [ Inventory reconciled
         monthly ]
                |
                v
   [ Year-end inventory
       conducted ]
                |
                v
          (   End   )
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