3-06/100.00 - Supply Inventory

Procedures for conducting physical inventories, determining needs and reorder levels, and identifying overstock and obsolete items are outlined below.

These procedures shall be adhered to by Fiscal Administration's Central Supply Warehouse, Advanced Training Bureau's Range Operations, and each custody facility warehouse. These procedures shall apply to all supplies on hand and on order. A physical count of supplies on hand shall be conducted at least once during the year.

It shall be the responsibility of the Director of Fiscal Administration to functionally supervise all inventory storage locations.