3-06/100.05 - Perpetual Inventory System

Each inventory storage warehouse, upon receiving any quantity of supplies, shall immediately verify the quantity received against the shipping ticket received with the merchandise. Following this verification, the required information shall be posted to inventory records. Locations which maintain manual records shall use forms 76S766, 8785024, and 76S759B (SH-AD-475).

All inventory records shall be maintained on a daily basis and shall be current at the close of each business day. The balance shall accurately reflect the true amount of stock on hand at all times.