3-06/100.10 - Inventory Needs and Reorder Levels

Supplies shall be ordered as needed, as determined from the inventory records. As supplies are issued out of stock and the required information is posted, the balance of the supplies is reduced. Items should be reordered when the inventory reaches the established reorder point (which takes into consideration the rate of usage of the item and the delay time from order to receipt) that shall be clearly noted on each inventory card.