

## **3-06/100.15 - Overstock and Obsolete Inventory Items**

A yearly evaluation of inventory needs, determined by reviewing the inventory records, shall be made to determine any changes in the reorder levels. Any change or deviation in reorder levels should serve as a warning of possible overstock or obsolete supplies. When such items are identified, reorder levels shall be adjusted to reduce the overstock or eliminate the obsolete items.

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