

3-50-090 Inventory Control

PURPOSE OF ORDER:

To establish a policy of inventory procedures for all stock items needed for the operation of all sub-units at the TTCF.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF.

ORDER:

The TTCF warehouse shall maintain a continuous record of all supplies ordered, received and distributed by entering the information on computer using the Warehouse Inventory Computer Record. The computer program is a permanent record of all transactions of supplies from vendor to end user. The warehouse program consists of approximately 550 stock items, which are continually updated, that reflect the actual quantity of each item in the warehouse.

The annual physical inventory shall be conducted by the warehouse staff. Its primary purpose is to give an accounting of the stock on hand to Fiscal Services. It also ensures correct quantities and locations of material in storage. To achieve a reliable count, there shall be two separate and independent counts. In order to be sure the counts are truly independent, teams consisting of one or more warehouse personnel shall be assigned to conduct two independent counts. The two counts shall be compared by the Warehouse Worker II (WWII) and any discrepancies shall then be re-counted by both teams together to ensure the accuracy of the counts.

The WWII shall check the final count against the warehouse program, Master Inventory Listing. If the count is inaccurate, the following steps shall be followed:

if— Verify whether an outstanding allocation or receipt of the item may have been filed without recording the transaction,

if— Ensure a similar item has not been issued by mistake,

if— If this does not justify the differences, the inventory shall be re-counted by the WWII.

If the stock on hand is more/less than the quantities posted in the Warehouse Computer Program, the program shall be adjusted to reflect the actual quantity on hand. Additionally, all discrepancies shall be forwarded to Inventory Control at Central Supply, and the Operations Lieutenant shall be notified.

Upon written notification of the Unit Commander, and with the approval of Fiscal Services, slow moving, overstocked, or obsolete inventory items identified by the WWII may be sent to Purchasing and Stores Salvage, transferred to other units within the Department that may have use for such items, or returned to the appropriate vendor for credit and deleted from the Warehouse Inventory Program. If these options are not feasible, the WWII shall compile a list of the items in question, including the catalog or code number, and submit the list and a memorandum to the Logistics Deputy, requesting written permission to delete the items from the inventory and discard them.

The Logistics Deputy shall forward the list and memorandum to the Unit Commander for approval. The Unit Commander shall forward the list to the Assistant Director of Fiscal Services. Fiscal Services will then review approve and encode the request before sending the Warehouse Worker II written authorization to remove the items from the warehouse inventory and discard them. The written authorization shall be retained in the warehouse files for five (5) years.
