



City of Riverside Administrative Manual

Effective Date: 12/2013
Review Date: 12/2016
Prepared by: PU/Central Stores

Approved: 
K171

 Department

City Manager

SUBJECT:

I. Central Stores Supplies and Materials Acquisition(s)

PURPOSE:

To establish a procedure for obtaining supplies and materials from Central Stores.

POLICY:

Central Stores provides warehousing facilities and accounting control of supplies and materials which are in frequent demand by City departments.

Central Stores will order, receive, store, issue and provide inventory control of stock item requirements for City departments.

PROCEDURE:

Responsibility	Action
Using Department	1. <u>Requisition of Materials</u> Prepares a Checkout Request in SPL and submits to Central Stores, allowing for reasonable lead time if items are to be delivered.
Central Stores	2. Issues stock to requesting departments over service counter, or delivers items. Delivery schedules are Tuesday and Thursday of each week. Fire Department delivery is Wednesday and Friday of the first full week of the month.
Using Department	3. <u>Returned Materials</u> Prepares Material Return – Stock Return form located on City intranet under City Forms to accompany stock returned to Central Stores. If items are to be picked up, gives advance notice to Central Stores.

PROCEDURE:

Responsibility	Action
Using Department	<p>4. <u>Stock Items</u> Prepares Change Request in SPL for:</p> <ul style="list-style-type: none">a. New stock item.b. Increase or decrease of minimum stock level requirements.c. Change description or part numbers of current stock item. <p>If a stock item is deleted or discontinued the department that requested the item to be stocked will be responsible for utilizing any stock left in Central Stores inventory.</p>
Public Utilities AGM Finance or Designee	<p>5. Evaluates new stock item Change Request and notifies requesting department through Warehouse Supervisor of action taken. New stock items and changes in quantity are to be made in accordance with the following criteria:</p> <ul style="list-style-type: none">a. Cost savings due to quantity buying.b. Cost accounting requirements.c. Frequency of use.d. Shelf life.e. Warehousing facilities and availability.
Central Stores	<p>6. <u>Inventory Control</u> Stocks various categories of commodities with a stock number assigned to each.</p> <p>7. Maintains a perpetual inventory control for stock items with a minimum balance quantity and system generated automatic reordering.</p>

Attachments:

- 1. Form No. 142-37GR6

Distribution: Regular

SUBJECT:

II. Central Stores Stock Removal

PURPOSE:

To establish guidelines for removal of zero usage stock items from Central Stores inventory.

POLICY:

Central Stores will annually identify and remove zero usage stock items from inventory.

PROCEDURE:

Responsibility	Action
Central Stores	1. Will annually identify zero usage stock items from the previous 12 month period and notify the using department that removal from inventory is required. The Department that originally requested that the item be stocked in Central Stores will be charged for the balance of stock remaining in inventory.
Using Department	2. Will charge out the remaining inventory stock and remove the item from Central Stores warehouse. The item may also be sold as surplus or scrap. If the using department must keep the item in inventory because of a critical need but item may not be used on a regular basis, then documentation must be submitted to Central Stores explaining why it is needed. In the case of the Public Utilities Department there is a committee which reviews removal of items from inventory.
Central Stores	3. After receipt of proper paperwork, Central Stores Staff will remove the item from inventory and change the status of the item to Inactive. The items will either be delivered to the using Department or sold as surplus or scrap. The Purchasing Section of the Finance Division will be notified if the items are to be sold as surplus or scrap.

Attachments:

Distribution: Regular