

4.2 DESCRIPTION

4.2.1 Inventory control is the method by which each item or group of items purchased by the Department in a given work area is recorded. This record will provide access at any time from the date of purchase as to whereabouts, purpose, use, general condition, and life expectancy of a particular item.

4.2.2 By utilizing and maintaining such records, any work division should have the ability to identify the whereabouts of any item purchased, should be capable of determining status of service and maintenance of any item of equipment, should be able to determine present value and level of consumption of supplies, should be able to accurately predict need for replacements, and should be able to determine resources necessary to maintain efficient operations and productivity of machinery and supplies.

4.3 RECORDS

4.3.1 Equipment: Must be labeled and numbered with Department, work site, and number which references inventory control system. The inventory control shall contain, at a minimum, information such as: item, type, color, serial number, make, model, date of purchase, vendor, source of funds (meals, canteen, federal grant, general, other department, Vermont Correctional Industries, private, etc.), purchase price, life expectancy at time of purchase, term, original manufacturer's warranty, maintenance, contract information, etc.

4.3.2 Supplies: Must be maintained by category and item which should, at a minimum, contain running accounts of dates and quantities purchased, and quantity on hand, value, projection of automatic purchases, levels on hand necessary to trigger requisitions, etc.

4.4 RECONCILIATION

4.4.1 Physical inventories will be done annually, and will be reconciled with all documentation for purchases, withdrawals, transfers, and disposals.

4.4.2 A report will be filed to the respective Facilities, Industries, or Probation and Parole Director within 30 days of the end of the fiscal year and contain, at a minimum, an accounting of inventory on hand at the beginning of the year,

new purchases, inventory on hand at the end of the year, and explanation of each difference.

- 4.4.3** In addition, the report will include a listing of equipment on hand and general condition, with expected need for replacement.

4.5 RESPONSIBILITY

4.5.1 It is the responsibility of each Facility Superintendent and District Manager to ensure that procedures are written and approved by the Director, and maintained by staff at the work place. Such procedures shall be coordinated with the Business Manager to ensure that accounting, requisition, and purchasing procedures are compatible with the overall Department Inventory.

4.5.2 At a minimum, manufacturer specifications and recommendations will be adhered to. In addition, if maintenance contracts are purchased, the inventory records will reflect the vendor, contract number, expiration date, and annual fee.

4.5.3 Each Supervisor and Superintendent will ensure that contracts are sufficiently monitored to ensure that frequency of service and quality of service is maintained by the vendor as specified in the contract.

4.6 TRANSFER OF PROPERTY

4.6.1 If any equipment or large quantity of supplies are transferred from one location to another, it shall be adequately documented. In addition, original record information shall also be transferred with it, to ensure that purchase and maintenance information remain with the item.

4.7 MAINTENANCE AND SERVICE

4.7.1 Any equipment items such as vehicles, copiers, typewriters, etc., have need of routine maintenance and service. Each item will be maintained and serviced in such a manner as to ensure on-going operations, maximum utility, and in the most cost-effective way. At a minimum, manufacturer specifications and recommendations will be adhered to. In addition, if maintenance contracts are purchased, the inventory records will reflect the vendor, contract number, expiration date, and annual fee.

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4.7.2 Each Supervisor and Superintendent will ensure that contracts are sufficiently monitored to ensure that frequency of service and quality of service is maintained by the vendor as specified in the contract.

4.8 FEDERAL PROPERTY

4.8.1 All property and supplies obtained from the Federal Government either through the Federal Surplus Property Program, or purchased directly from Federal funds shall be separated for the purpose of records, and shall be used, maintained, or disposed of in such a way as to comply with the regulations governing the acquisition and use of such items.

4.9 DISPOSAL

4.9.1 State (or Federal) property will only be disposed of in a manner compatible with procedures as set forth by the Division of Purchasing governing disposal of State property.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants