

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS010-131113

Title: Adding New Warehouse Stock Items

The following procedure shall be utilized by all Facilities Management personnel desiring to add a new stock item to the warehouse inventory. Employees should submit the request for a potential new stock item to their manager for consideration. If the manager deems the item appropriate for inclusion in the warehouse inventory, he/she will present the request to the warehouse. To assist in determining materials which are appropriate for the warehouse, the following guidelines are provided:

- Items that are used on an ongoing basis are appropriate. They are used repeatedly and having stock on hand is essential to the day-to-day operation of the university. These materials represent the bulk of the warehouse inventory and include items such as batteries, air filters, lamps, ballasts, gloves, trash liners, copy paper, caulk, bolts, and paper towels.
- Items that may not be used as frequently, but are nevertheless critical to have in stock for repairs or emergencies are appropriate. Boiler parts, plumbing fittings, and absorbent are representative of this category.
- Items that may have a long lead time to order from a vendor and the potential exists for them to be needed sooner are appropriate. A Lo-pro lite kit is one example of such items.
- Items that are not appropriate include those that are rarely needed, are easily obtained, and are not necessary for after hours or emergency repairs.
- Items that are not appropriate also include surplus materials that employees have in their offices or shops. These items generally end up lying dormant in the warehouse indefinitely, taking valuable space. Additionally, they were not purchased as warehouse inventory.

Once it has been determined that an item will be added to the warehouse inventory, it is the requestor's responsibility to provide detailed information to ensure the correct item is purchased and stocked. If the item is fairly common and can be obtained from a variety of sources, a basic description will suffice. Otherwise, a quote from the specific vendor must be provided to the Warehouse Clerk. The requestor will also be asked to provide an estimate of usage to assist in determining the initial quantity to purchase and in establishing reorder points.

Note: Stock items cannot be added to shop storage areas without the approval of the appropriate Manager, the Warehouse Clerk, and the Associate Vice President.

REFERENCES

- N/A