

P3360 ADDING OR DELETING ITEMS FROM STOCK

BOARD POLICY:

The district's Supply Manager, by authority of the Division Director of Operations, is responsible for monitoring the usage of all stock items. Inventories of stock shall be reviewed regularly to identify slow moving (excess or obsolete) items or other items, which should be included in stock.

Administrative Implemental Procedures:

1. The Inventory Assignment Committee, consisting of the Supply Manager, Warehouse supervisor, and at least one supervisory purchasing agent, shall meet no less than quarterly to review requests for adding items to stock or deleting slow moving (excess or obsolete) items from stock.
2. The Inventory Assignment Committee shall determine the most efficient and cost effective method of disposing of slow moving (excess or obsolete) items. Options include but shall not be limited to (1) reducing/waiving the price of items and distributing to users; (2) selling items in an auction and selling items to other approved governmental agencies per BOE Policy 3316 - Disposition of Surplus or Obsolete Supplies and Equipment.
3. The schools will be notified of reduced prices established by the Inventory Assignment Committee through the Supply Department online catalog on the district portal.
4. Items with reduced prices cannot be returned for credit.

Administrative Responsibility: Operations Division – Supply

Latest Revision Date: January 2012

Previous Revision Date: February 2010 P3360

Updated administratively for alignment purposes: January 2014