

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: WAREHOUSE STOCK ITEMS - ADDITION AND DELETION

ANNUAL REVIEW MONTH: March

RESPONSIBLE FOR REVIEW: CSH Materials Management Director

LAST REVISION DATE: March 2008

Participants:

Service Chief, Department Head
or Office Director (DDO)
Procurement and Services Officer
Product Review Committee
General Warehouse Supervisor
CSH Material Management Director

RESPONSIBLE PERSON

RESPONSIBILITY

DDO

Have requests with appropriate justification forwarded to Procurement and Services Officer for review and submission to the Product Review Committee for the addition or deletion of an item from stock.

**Procurement and
Services Officer**

1. Review request and contact all services for determination of impact as to usage or need of a specific item. Present at the next meeting of Product Review Committee.
2. Schedule request on Product Review Committee agenda.
3. Forward copy of request to general warehouse supervisor so he/she may review for like items already

stocked. Present findings at the next Product Review Committee meeting.

**Product Review
Committee**

1. Review and evaluate request.
2. Complete request form indicating approval or disapproval.
3. Requests disapproved:
 - a. Retain original copy of request for committee files.
 - b. Return all other copies to the originator.
4. Requests approved:
 - a. Retain original copy of request for committee files.
 - b. Forward copies to Procurement and Services Office, originating organization and general warehouse supervisor.
5. Notify divisions, departments, and offices of all approved additions and deletions of items to warehouse stock.

General Warehouse Supervisor.

1. For addition of items, determine if like items or suitable substitutes are presently stocked. For deletion of an item, determine quantity on hand and what disposition is to be made of deleted items.
2. Addition to stock items:
 - a. Establish stock number.
 - b. Prepare and submit initial order to Procurement and Services Office.
3. Deletion from stock:
Dispose of stock according to disposition instructions.

**CSH Materials Management
Director**

Initiate monitoring of addition and deletion actions of warehouse stock items on a regular basis.

**General Warehouse
Supervisor**

Monitor slow moving and/or non moving inventory items and present to Product Review Committee.

Approved:

This procedure was approved by the CEO and CMO in April 2008.