

- b. "TXN Date" in the upper left-hand corner - enter the date when the Issue/Return Document is prepared. The date must be entered numerically.
 - c. "Document X-Ref" - leave blank for use by the Warehouse and Accounting Personnel.
 - d. "Issued To" in the upper right hand corner - identify the building or office to receive requested items.
 - e. "Budget/Organization #" in the upper right hand corner - enter complete eleven (11) digit number of the organization to which the requested items are to be charged.
 - f. "Stock Number" - enter the last six (6) digits of the number listed for the item in the CSH Inventory Control System Catalog. (It is imperative that these numbers be correct.)
 - g. "Unit" - enter the unit of issue as listed in the catalog.
 - h. "Quantity" - enter the quantity of the item desired. Quantity requested must be in the unit of issue indicated in the catalog.
 - i. "Description" - enter the description of the item as found in the catalog.
 - j. "Requested By" in the lower left-hand corner - the signature and title of the person authorized to request supplies must be entered here.
2. Forward completed form CSH-315, and/or form CSH-315A, to the General Warehouse in advance of desired issue date; if items requested are needed right away, have the form hand-carried for immediate filling of the request.
 3. Requests can also be processed electronically on the Central State Hospital web site. A user ID and password must be obtained from DHR-IT for authorized users.
 - a. Go to Resources.

- b. Stroll down to Employee.
 - c. Click on Perpetual Inventory System.
 - d. Click on Order Entry
 - e. Select Central State Hospital and click GO.
 - f. Click on Place An Order and follow the ordering instructions.
4. The status of orders placed electronically can be checked on Line. If status is complete, the order is ready for pick-up.

Warehouse Manager

1. Check form CSH-315, and/or form CSH-315A, to assure that it has been properly completed including stock numbers and authorized signature.
2. Enter Document X-Ref number in upper right hand corner.
3. Ensures that items are pulled and accumulated as requested on form CSH-315 and/or form CSH-315A, from the stock on hand in the General Warehouse. If quantities have to be altered (e.g., because of low inventory levels or unit packaging) circle the affected item quantity and initial the change. The General Warehouse does not fill backorders.
4. Issue the items with form CSH-315, and/or form CSH-315A (three copies), to the requesting organization (division, department or office).
5. Sign in the "Issued By" section in the lower right hand corner.

Division Chief/Department Head/Office Director

1. Check to verify the quantities issued and sign in the "Received By" section in the lower right hand corner.
2. Retain the pink copy of form CSH-315, and/or form CSH-315A,

with receiving signature; white copy for charge purposes and master file.

Warehouse Manager

Retain canary-colored copy of form CSH-315 and/or CSH-315A, and the white copy (original) is used for data entry into the Perpetual Inventory System. It is then placed in the master file along with the proof register verifying completion and correctness.

MONITORING

Warehouse Manager

Monitor forms CSH-315, and/or form CSH-315A, for accurate stock numbers, duplication of orders and warehouse stock levels.

Division Chief/Department Head/Office Director

Initiate monitoring to avoid stockpiling and excessive requisitioning of supplies.

Approved:

This policy has been approved by the CMO and CEO on 8/4/04.