

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **WAREHOUSE STOCK ITEMS - ADDITION AND DELETION**

ANNUAL REVIEW MONTH: March

RESPONSIBLE FOR REVIEW: CSH Materials Management Director

LAST REVIEW COMPLETED: March 2008

I. **GENERAL WAREHOUSE**

1. The general warehouse will maintain a stock of materials and supplies that are used repeatedly by two or more units/services of Central State Hospital (CSH). (Exception may be made for stocking items used by only one unit/service provided the warehouse has storage space and usage factor warrants stocking.)
2. Items stocked in the warehouse will be continually reviewed by the general warehouse supervisor to insure that required items are available and the stocking of items not being used is discontinued. The quantity of items kept on hand and the quantity required for replenishment will be in accordance with Department of Human Resources Policies and Procedures governing warehouse inventories.

II. **PRODUCT REVIEW COMMITTEE**

The Product Review Committee, as appointed by the Materials Management Director, will be responsible for determining those items which will be stocked in the general warehouse. Except for those items used by only one area, the committee will review all specifications to ensure completeness and accuracy of products stocked in the warehouse.

Requests to evaluate sample products from vendors must be routed to the Procurement and Services Officer for his/her review and subsequently submitted to the CSH Product Review Committee.

III. **REQUEST FOR ADDITION OR DELETION OF STOCK**

Units/services desiring addition or deletion of a stock item will forward a request with appropriate justification to the Procurement and Services Officer for review and submission to the Product Review Committee. Units/services will not be permitted to requisition a particular brand name item of materials or supplies when a like item is presently carried in stock which will accomplish the same purpose.

Approved:

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