

Policy #	AD-502	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

The Procurement Department undertakes the classification of supplies and their storage and the organization of the warehouses. This policy details the rules governing the operations and the inventory of the warehouses.

2. Definitions

N.A.

3. Policy

- 3.1. Annual warehouse inventory is done by the committee formed by the Director of Finance. The committee shall consists of a minimum of three members including representatives of the Finance and the Procurement departments. The committee shall prepare a conformance report of the items recorded in the inventory system and the physical inventory. The report shall be signed by all committee members and include details all found discrepancies of missing and extra items. The Director of Procurement shall present the report to the Chancellor for remedial actions.
- 3.2. Warehouse transfer to a new warehouse keeper:
 - A. If the warehouse keeper moves or leaves the work, the supplies in the warehouse are reassigned to the substitute employee according to a new inventory report prepared by a procurement official in the presence of both the new and the departing employees. The report must be signed by both the new and the departing employees.
 - B. If it is not possible to carry out the delivery procedures stipulated above, the warehouse inventory shall be performed by a committee appointed by Procurement Director for this purpose, and the warehouse shall be handed over to the new warehouse keeper in accordance with the inventory prepared by this committee.
 - C. In case of discrepancies (increase or decrease) between the physical inventory and those recorded in the inventory system, a report shall be prepared of all discrepancies and signed by all who participated in the inventory. The Director of Procurement shall present the report to the Chancellor for remedial actions.
- 3.3. The warehouse keeper is held responsible for any missing items from the warehouse and shall compensate the university the purchasing price of all missing items.
- 3.4. Supplies are disbursed from the warehouse based on a Supplies Request Form to be filled out by the requesting Dean or Director and signed by the Procurement Director. The form saved in the warehouse files after the supplies are delivered to the college or department.
- 3.5. The dean or the director of the administrative unit shall be responsible for the proper use and distribution of the supplies within the college or the administrative unit.

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- 3.6. In case that supplies are transferred from one warehouse to another, then a list of the transferred supplies shall be transferred in the inventory system and signed by the warehouse keeper and the directors of procurement and finance.

4. Related Documents

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| 4.1. Warehouse Procedure | AD-502-P1 |
| 4.2. Store Request Form | AD-502-F01 |