



City of Arts & Innovation

# City of Riverside Administrative Manual

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**Policy Owner(s):** Finance Department

Approved:

Michael D. Moore  
 Michael D. Moore (Dec 29, 2022 16:59 PST)

Department

City Manager

## SUBJECT:

### I. Central Stores Supplies and Materials Acquisition

#### PURPOSE:

To establish a procedure for obtaining supplies and materials from Central Stores.

**SOURCE OF AUTHORITY:** Purchasing Resolution Article Six

#### POLICY:

Central Stores provides warehousing facilities and accounting control of supplies and materials which are in frequent demand by City departments.

Central Stores will order, receive, store, issue, and provide inventory control of stock item requirements for City departments.

#### PROCEDURE:

Responsibility	Action
Using Department	1. <u>Requisition of Materials</u> Prepares a Checkout Request in UWAM and submits to Central Stores, allowing for a minimum of 24 hours for orders to be pulled and a reasonable lead time if items are to be delivered.
Central Stores	2. Issues stock to requesting departments at outside staging area, or delivers items. Delivery schedules are Tuesday and Thursday of each week. Fire Department delivery is Wednesday and Friday of the first full week of the month.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Using Department	<p>3. <u>Returned Materials</u> Prepares Stock Return form located on City intranet under City Forms - Finance to accompany stock returned to Central Stores. If items are to be picked up, gives advance notice to Central Stores.</p> <p>4. <u>Stock Items</u> Prepares Change Request in UWAM for:</p> <ul style="list-style-type: none"><li>a. New stock item.</li><li>b. Increase or decrease of minimum stock level requirements.</li><li>c. Change description or part numbers of current stock item.</li></ul> <p>If a stock item is deleted or discontinued the department that requested the item to be stocked will be responsible for utilizing any stock left in Central Stores inventory.</p>
Purchasing Manager and Central Stores Supervisor	<p>5. Evaluates new stock item Change Request and notifies requesting department through Warehouse Supervisor of action taken. New stock items and changes in quantity are to be made in accordance with the following criteria:</p> <ul style="list-style-type: none"><li>a. Cost savings due to quantity buying.</li><li>b. Cost accounting requirements.</li><li>c. Frequency of use.</li><li>d. Shelf life.</li><li>e. Warehousing facilities and availability.</li></ul>
Central Stores	<p>6. <u>Inventory Control</u> Stocks various categories of commodities with stock number assigned to each.</p> <p>7. Maintains a perpetual inventory control for stock items with a minimum balance quantity and system generated automatic reordering.</p>

**Attachments:**

1. Stock Return Form No. Fin: CS-08/04

**SUBJECT:**

**II. Central Stores Stock Removal**

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**PURPOSE:**

To establish guidelines for removal of zero usage stock items from Central Stores Inventory.

**SOURCE OF AUTHORITY:** Purchasing Resolution Article Twelve

**POLICY:**

Central Stores will annually identify and remove stock items with zero usage during the previous 12-month period and notify the using department that removal from Inventory is required. The Department that originally requested that the item be stocked in Central Stores will be charged for the balance of stock remaining in inventory.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Central Stores	1. Provides a list to applicable City departments of zero usage stock.
Using Department	2. Submits a Stock Checkout Request to charge out the remaining inventory stock and remove the item from Central Stores warehouse. <ol style="list-style-type: none"><li>The item may also be sold as surplus or scrap, see Disposition of Surplus or Obsolete Materials and Equipment Policy (07.012.00).</li><li>If the using department must keep the item in inventory because of a critical need but the item may not be used on a regular basis, then a memo from the Department Head must be submitted to Central Stores explaining why it is needed. In the case of the Public Utilities Department, there is a committee which reviews the removal of items from inventory.</li></ol>
Central Stores	3. After receipt of approved Stock Checkout Request, Central Stores Staff will remove the item from inventory and change the status of the item to Inactive. <ol style="list-style-type: none"><li>The items will either be delivered to the Using Department or sold as surplus or scrap.</li></ol>
	4. If no response or Stock Checkout Request is received from the Using Department, Central Stores will remove items from stock and charge the original account number on file for the remaining stock.