

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6505 Inventory Order Quantity and Storage Controls

The District does not maintain a central store of inventory items, except for a small dollar office supply inventory managed by the Bookstore. District policy shall be to maintain only minimal central warehouse storage, primarily for emergency storage, and for departments to order inventory in a manner which will minimize inventory carrying costs and the risk of obsolescence.

Departments should not request orders for inventory needs beyond the current fiscal period, unless there is some substantial economic benefit. The Director of Purchasing Services shall be contacted regarding exceptions and is responsible for managing the District-wide coordination of inventory orders in an effort to reduce cost and adhere to all code regulations.

Items stored at college and district office locations should be minimal and under the ultimate responsibility of the college president, vice chancellor, or designee.

Items which are obsolete or temporarily out of service and excess inventory items are stored in a designated area of the warehouse facility. For security and segregation of duties, this warehouse is managed by the Director of Purchasing Services.

Revised: September 9, 2013 (Previously BP3404)
Revised: November 13, 2017