

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6504 Moveable Inventory Control Responsibilities

All District managers and staff shall be responsible and accountable for inventory control in their area. Following is an outline of key functions:

Purchasing, Inventory Control and Warehouse Personnel

The Director of Purchasing Services and the Inventory, Delivery & Storage Services Supervisor shall be responsible for managing the following functions related to moveable inventory which are performed by the Storekeepers, and Mail/Warehouse Assistants:

1. Proper receipt from vendors at a central warehouse and delivery to ordering departments, or coordination of direct deliveries to campuses or departments.
2. Tagging equipment with an acquisition cost of \$1,000 and more and maintaining a centralized record of all transactions and balances.
3. Coordinating the development of institutional policies which optimize internal controls.
4. Coordinating with the appropriate department heads to maintain accurate sub-ledger and general ledger records.
5. Monitoring and coordinating the disposal of obsolete items.
6. Control and reconciliation of District-wide physical inventory counts, and coordination of periodic cycle counting or verification procedures.

Other Departments

The department head or budgetary manager in control of an item of moveable inventory shall have the following responsibilities:

1. Signing for the receipt of items delivered by the warehouse or directly from common carriers.
2. Immediately informing Inventory Control regarding any items which are picked up from the vendor by the department, or any items received which have not been tagged.
3. Assuring that all District policies and procedures regarding security, safety and risk management are adhered to by the department.
4. Properly preparing transfer requests which document all inventory movement from the original point of delivery to a new (permanent or temporary) location, either within or outside of the college.
5. Physically inspecting (counting) the inventory in order to verify or correct the periodic exception reports provided by the Inventory Control department, and providing accurate and timely feedback regarding these reports.

6. Assuming responsibility for the proper maintenance of the inventory and informing the appropriate departments (e.g. Risk Management, Inventory Control, etc.) whenever the asset value is impaired, or an item is lost or stolen.

Responsible Manager: Director of Purchasing Services

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