

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

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**AR 6505 Inventory Order Quantity and Storage Controls**

**Storage**

Items stored at college campuses and other District locations should be minimal and under the ultimate responsibility of the college President, Vice Chancellor, or designee.

**Responsibilities**

The Director of Purchasing Services shall do the following:

1. Review and sign all requisitions before orders are issued.
2. Follow-up with department heads on transactions which appear as though they may violate policy.
3. Meet with budget managers as necessary to plan purchases.

Managers in each department will do the following:

1. Order in a manner which will minimize inventory carrying costs and the risk of obsolescence.
2. Only request order for inventory needs within the current fiscal period, unless there is some substantial economic benefit.
3. Only request orders for which they have adequate storage space.

**Responsible Manager:** Director of Purchasing Services

**Revised: March 17, 2014 (Previously AR3404)**  
**Reviewed: August 21, 2017**