


# POLICY MANUAL

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## PURPOSE:

To establish guidelines for distribution of inventory from the Public Works Shop or yard.

### 1.0 Ordering & Receiving Inventory – Public Works Supervisor, Mechanics, Inventory Coordinator and Inventory Coordinator Assistant

- a) A purchase order will be used when ordering inventory which includes the company name, date ordered, what was ordered and a signature of the person ordering;
- b) When the order arrives in the shop the person that picked it up or delivered the supplies will place the order on the “Incoming Parts” shelf, or on the floor if the part is too big, in the mechanics office with the packing slip;
- c) The shelf will be checked daily by the Inventory Coordinator or the Inventory Coordinator Assistant to follow through with putting the inventory in the proper bin or room;
- d) The packing slip will then be placed in the basket in the mechanics office. The packing slips in the basket will be matched with an invoice and purchase order weekly to be submitted to Accounts Payable for payment.

### 2.0 Issuing of Inventory (taking inventory off the shelf or out of the yard for use)

- a) Clipboards with sheets labelled “**INVENTORY CONTROL SHEET**” are in the mechanics office, oil room, filter room and the parts/nuts and bolts room, with space to put the **DATE, NAME OF ITEM, ITEM #, HOW MANY TAKEN, UNIT #, NAME OF EMPLOYEE, WORK ORDER # (office use) and the TRANSACTION # (office use)**;
- b) Mechanics will issue inventory out of inventory on a Work Order when the item is being taken out for a specific vehicle or piece of equipment;
- c) All other items taken out of inventory will be issued out on the above noted Inventory Control Sheet that is available;



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- d) When taking culvert, couplers or fence posts out of the yard for use report directly to the Public Works Office so the item number and where they are being used can be recorded by the Inventory Coordinator and/or Inventory Coordinator Assistant.
- e) The Inventory Coordinator or the Inventory Coordinator Assistant will gather the Work Orders and the Inventory Control Sheets to issue the inventory out of the Inventory System in the computer;

### **3.0 Issuing of Fuel**

- a) A fuel card system is in place. A fuel card is given to employees of Starland County when it is recommended by the Supervisor;
- b) All fuel cards are issued to the employees at the Public Works Office by the Inventory Coordinator or Inventory Coordinator Assistant;
- c) When accessing fuel at the fuel pumps the employee is asked for a PIN number, Unit number and the mileage or hours on the vehicle or piece of equipment they are filling with fuel;
- d) Every transaction is recorded at the Public Works Office via a computer system and every transaction at the fuel pump prints out immediately;
- e) On the first day of each month reports are printed by account, the transactions are then entered into the inventory system to issue the fuel out of inventory and into the costing system for each unit.

### **Policy Amendments:**

December 12, 2018 (C18-215) – updates to positions involved with inventory.