

POLICY MANUAL

Subject: Inventory and Supplies

Effective Date: 6/30/99

Initiated By: Listy Hartley
Accountant

Approved By: Timothy A. Tull
Chief Financial Officer

Review Dates: CET 06/11/10, 02/11 JSC, 04/12 JSC **Revision Dates:** 8/26/02
3/13 JSC, 2/14 JSC

POLICY:

It is the responsibility of the department manager or their designee to maintain an adequate, but not excessive, supply of those items used in the day to day operation of their department. Department managers are encouraged to establish a system whereby most supplies are ordered on a "Just-In-Time" basis. Just-In-Time is based on the principle of establishing order quantities and reorder levels, that factor in the lead time of purchasing and receiving merchandise, so as to minimize inventory and prevent stock outages.