

OPERATING POLICY AND PROCEDURES

MEMORANDUM TO: All Holders of Physical Plant Division Operating Policy and Procedure Manuals

DATE: November 11, 2003

SUBJECT: Fiscal Year-End Report of the Total Cost of All Inventory On Hand

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish procedures to comply with the campus Accounting Service department requirement to report the cost of all inventories on hand as of August 31 each year.

REVIEW

This PP/OP will be reviewed by June 1 of each even numbered year (ENY) by the unit manager - material resources (UMMR) with recommendations forwarded to the director managing director - physical plant (MDPP).

POLICY/PROCEDURE

1. General

- a. Each year, generally the middle of August, a letter is sent from the director of accounting services requesting the year-end inventory report be forwarded to accounting services by a specific date in September. The information required on the report includes; the inventory date, department, name of the account, account number, account manager, prepared by, and a telephone number. Also required on the report are the stock description, quantity, unit cost or value, line amount, and grand total value.
- b. The UMMR will coordinate the reports for Central Warehouse (CW), Department Supply (DS) and Utilities. A letter from the DPP is prepared by the UMMR listing all required information for all Physical Plant accounts with inventory on hand.

2. Procedures for Processing the Reports

- a. Central Warehouse
 - (1) By July 15 the manager of central warehouse (MCW) forwards a letter to the TechFim coordinator with a copy to the project leader of

Administrative Information Systems requesting the following reports be processed in TechFim on the following schedule:

CUFSIOPR - Material Request Pre-Encumbrance report runs after nightly processing of TechFim documents the night before the last working day of August. This report is used to ensure all back orders are modified to zero before the end of the last working day of August. Back orders do not carry forward from one year to another.

The following reports should be run after the nightly processing of documents August 31 or the last working day of August:

CUFSI40 - Inventory Management Report - 3 copies. This report lists all inventory stock items with description, quantity on hand, cost, line total, and grand total.

CUFSIDIF - Timing Difference Report - 3 copies. This report lists purchase order values that have been received into inventory but have not had the invoice for the items paid.

CUFSI10 - ABC Analysis Report (Run this before Year-to-Date Dollar Purge) - 2 copies. **This report needs to be run September 1 A.M. hour** to produce correct figures. This report list all stock items with quantity issued, cost, and total dollar value of stock issued during the past year.

CUFSIYDP - Year-to-Date Dollar Purge - 1 copy. This report runs after ABC Analysis Report. It removes the dollar amount of sales for each item during the past fiscal year and prints a report of the purged amount.

- (2) The reports are due to CW the first working day of the new fiscal year. The MCW audits the reports listing the account number and account name. The reports are compiled for submission to the UMMR for consolidation with the letter from the MDPP to the director of accounting services.

3. Department Supply

- a. After receipt of accounting service letter, send a memo to the following areas of Physical Plant detailing instructions in a.1 above listing the date the information is due to Accounting Services:

- (1) CHACP I including Museum requesting the listing of chemicals;
 - (2) CHACP II requesting the listing of chemicals;
 - (3) Vehicle maintenance requesting total fuel on hand;
 - (4) All shop/utilities foremen who have benchstock inventory will receive a memo, with a copy to their respective superintendents, reminding them to enter all 4Site stores requests for posting by Department Supply/Utilities for record maintenance before the end of the day August 31.
- b. At the end of the work day August 31, DS will run monthly inventory reports in 4Site for each warehouse showing description of item, quantity on hand and total cost.
4. UMMR will prepare a summary sheet listing details for all dollar value for all inventories under each account with a total for the account. List a grand total for all Physical Plant inventories at the bottom of the summary.
 5. UMMR will prepare a letter to the director of accounting services listing all account numbers, account names, and total dollar value of each then a grand total of all inventories for Physical Plant. CW total will be listed separately in the letter. The letter is forwarded through the DPP for approval and signature. (See Attachment A) Two copies of all reports will be sent to accounting services, one copy to building maintenance and construction work control superintendent, and one copy to physical plant budget manager. One copy will be retained for the UMMR and one copy for DS.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Manager for Material Resources	Review	June (ENY)	1

Approved: _____
Reviewer

Approved: _____
Director for Physical Plant