

Stockroom Policy

1.0 Policy Statement

Whenever an employee requires inventory to be taken from the stockroom they must follow the procedure as outlined in this policy.

2.0 Background

For inventory control purposes all employees must follow the procedure for the removal of parts or supplies from the stockroom.

3.0 Procedure

Prior to any parts or supplies being taken from the stockroom, the following procedure must be followed:

1. The part description and number, along with the work order number, must be recorded within the iMaint repair order system, or in the Stockroom Part Removal Log after hours.
2. The employee or supervisor requesting the parts or goods must sign the requisition.
3. Parts to be ordered from suppliers will be handled according to the City of Mount Pearl's *Procurement Policy and Procedure*.

4.0 Approvals



Steve Kent, Chief Administrative Officer

April 18, 2018

Date