Procedure: Property Management – Conducting Cycle Counts

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

Cycle count process for Stores Operation

1. **Purpose**

   This procedure outlines the steps required for Stores Operation to conduct daily cycle counts versus an annual physical inventory.

2. **Procedure**

   2.1. The Stores Operation conducts daily cycle counts in accordance with 41 CFR 109-1.5110.

   2.2. Computerized Financial Management System generates listings for Stores Operation personnel for selected items each day. Refer to Cycle Count Procedure Desk Procedure.

   2.3. Listings provide the part number, location of the item, part description and unit of measure. Stores Operation personnel count the items and notate on the count sheet.

   2.4. Count sheets are bought to LPC Inventory Control Supervisor or designee to be entered into Computerized Financial Management System.

   2.5. Computerized Financial Management System compares perpetual on hand balance with quantity entered. For discrepancies, the part is recounted. If discrepancy still exists, the part is researched to see if any previous error was made and can be rectified.

   2.6. If discrepancy cannot be resolved, LPC Inventory Control Supervisor approves the discrepancy and system is updated. Discrepancy are also posted to General Ledger.

3. **Definitions**

   N/A

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4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

4.2. The FESS-Logistics and Property Control Department Head is responsible for implementing and managing changes to this procedure by assigning appropriate resources.

4.3. The LPC-Inventory Control Supervisor, Inventory Control Associate and Stores Operation Personnel are responsible for following the guidance within this procedure.

5. Resources / Supporting Documents

Desk Procedure: Cycle Count Procedure

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly — Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:35:09 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky — Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 23:32:04 -05'00'

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