

Procedure: Property Management – Issuing Material from Stockroom Operations

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

Process to issue material from the Stockroom Operation

1. Purpose

This procedure outlines the steps that the Stores Operation personnel follow to issue material.

2. Procedure

2.1. The Stores Operation is not considered a ‘free’ stockroom facility. Laboratory personnel and certain users can withdraw material from the Stores Operation provided they have the authorization.

2.2. There are different avenues for individuals to withdraw material from the Stores Operation. LPC personnel take orders over the phone, via a Fermilab online stock catalog or individuals can come to the Stores Operation to obtain material.

2.3. Individuals provide his / her badge number, valid project / task, item number interested in obtaining and quantity for each line item requested.

2.4. Stores Operation personnel enter transaction in Computerized Financial Management System. Refer to MMS Miscellaneous Transactions – Issue Stock Desk Procedure.

3. Definitions

N/A

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 and Inventory Control Associate are responsible for following the guidance within this procedure.

5. Resources / Supporting Documents

Desk Procedure: MMS Miscellaneous Transactions – Issue Stock

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 <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:34:46 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 23:31:02 -05'00'</small>