Procedure: Property Management – Stores Operation Parts Ordering

Personal Property Manual Section	5201
Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

1   Purpose

The purpose of the procedure is to document how inventory is replenished or ordered for one-time usage, for the ISS and FMP operations.

2   *Procedure*

2.1   The ISS and FMP stores operations utilize Min – Max parts replenishment for parts that are required for stock replenishment. Refer to Running Min-Max Report Desk Procedure.

2.2   After the report is generated, run the requisition import concurrent job request to generate requisitions by commodity. Refer to Run Requisition Import Desk Procedure.

2.3   Once requisitions are generated, review requisitions to see if quantity ordered is adequate. Review last 12 months usage along with ABC analysis to see if minimum and maximum quantities need to be updated. Refer to Defining Items Desk Procedure for updating minimum and maximum quantities.

2.4   After quantities are updated on the requisition, review to see if any of the parts can be ordered from eMarketplace sources. If parts can be ordered from eMarketplace vendors, verify that pricing is accurate. After pricing is verified for eMarketplace vendors supplied parts approve the requisition or forward if dollar amount for requisition is over approval limit. Refer to Modifying – Approving a Requisition Desk Procedure.

2.5   For requisition lines that are sourced to eMarketplace vendors, purchase order is generated via concurrent request and no further action is required. For parts that are not sourced through eMarketplace review previous purchase order history to get vendor and previous pricing. Refer to Purchase Order Inquiry – Inventory Desk Procedure.

2.6   After contacting vendor to get pricing and delivery promise dates, auto create

requisition line to a purchase order. Refer to Adding Lines to a Purchase Order Desk Procedure.

2.7   Create a requisition for items that have low usage or no usage but need to be ordered. Refer to Creating a Stockroom Operation Requisition Desk Procedure.

2.8   Follow the steps in 2.5 and 2.6 to generate purchase order when there is procurement history. For items with no procurement history, work with procurement department or requestor to locate a source to obtain material from. Follow steps in 2.5 and 2.6 to generate / approve purchase order.

3   Definitions
N/A

4   Responsibility

3.2. Property and Infrastructure Requirement Assurance System Owner approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.

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

3.2. LPC-Inventory Control Supervisor and Inventory Control Associate are responsible for following the guidance within this procedure.

5   Resources / Supporting Documents

3.2. Desktop Procedure: Running Min-Max Report

3.2. Desktop Procedure: Run Requisition Import

3.2. Desktop Procedure: Defining Items

3.2. Desktop Procedure: Approving a Requisition

3.2. Desktop Procedure: Purchase Order Inquiry – Inventory

3.2. Desktop Procedure: Adding Lines to a Purchase Order

6   Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly, Logistics & Property Control Department Head	First Issuance
1	09/01/2024	Kevin Coppert, Logistics & Property Control Department Head	Updates as result of FY22 audit findings.

7   Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	