

# Procedure: Property Management – Issuing Material from Stockroom Operations

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|----------------------------------|--|
| Personal Property Manual Section | 5203   |
| Revision                         | 1  |
| Effective Date                   | 16 SEP 2024  |
| Management System                | Property and Infrastructure                                    |
| Owner                            | Property and Infrastructure Requirement Assurance System Owner |
| Review Cycle                     | Every 3 years  |

## 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 Authorization is given by an employee’s division, and authorization level is recorded in Human Resource’s Workday application.
- 2.3 Individuals can withdraw material from the Stores Operation by visiting the stockroom counter in-person, or by placing an order over the phone or via the Fermilab online stock catalog.
- 2.4 Individuals provide his / her badge number, valid project / task, item number interested in obtaining and quantity for each line item requested. Facility Maintenance personnel must also present a valid Work Order to complete the issue transaction.
- 2.5 Stores Operation personnel enter transaction in Computerized Financial Management System.

## 3 Definitions

N/A

## 4 Responsibility

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

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

4.3 **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              | 03/04/2019 | 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 |                      |