

## Procedure: Property Management – Conducting Cycle Counts

<b>Personal Property Manual Section</b>	5204
<b>Revision</b>	1
<b>Effective Date</b>	16 SEP 2024
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Requirement Assurance System Owner
<b>Review Cycle</b>	Every 3 years

### 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, upon approval of DOE SC OPMO.
- 2.2 Computerized Financial Management System generates listings for Stores Operation personnel for selected items each day, based on an ABC classification system.
- 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 brought to LPC Inventory Control Supervisor or delegate 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. Discrepancies are also posted to General Ledger.

### 3 Definitions

#### Acronyms

- LPC     Logistics and Property Control  
 OPMO   Organizational Property Management Officer

**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, Inventory Control Associate and Stores Operation Personnel** are responsible for following the guidance within this procedure.

**5 Resources / Supporting Documents**

N/A

**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	