



13.03.00 INVENTORIES

Division: **Business Services**

Adopted: **1971**

Revised: **1982, 08/1990, 09/1995, 02/2002, 04/2013, 09/2015,
08/2019, 12/2023**

Reviewed:

A. Warehouse Supplies

A perpetual inventory of warehouse supplies (copier paper, college stationery/envelopes, etc.) may be maintained for consumable items used in the instructional, administrative, cafeteria, maintenance and operations departments. The purpose of this inventory will be to purchase items on an as-needed basis and for conservation of materials and supplies. A physical inventory will be performed annually.

B. The physical inventory should be completed before July 15th of each year.

Related Institutional Procedures:

None