UES Internal Policy - Business Services

<table>
<thead>
<tr>
<th>Policy Area: PROCUREMENT</th>
<th>Title: New Stock Policy</th>
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<td>Revised Date: 9/5/2014</td>
<td>Next Scheduled Review Date: 9/1/2015</td>
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1. Policy Statement:
This policy establishes the procedure and provides guidelines to all UES personnel when requesting a new part to be added to inventory. The request will be evaluated based on operational need, local availability and lead time.

2. Procedure:
   A. One form per part. Procurement can assist to get the vendor and cost information.
      1) Justification:
      2) Manufacturer Part #:
      3) Part Description
         a) Model/Serial number
         b) Vendors
         c) Lead Time
         d) Unit Cost
         e) Is this a critical part
         f) For which equipment
      4) Vendor Information
         a) Contact – Vendor contact name, e-mail & phone numbers
         b) Address – Vendor address
      5) Is there a local vendor for this part? Drop down Yes or No
      6) Function:
      7) Unit of Measure:
      8) Estimated Annual Usage:
      9) Min:
      10) Max:
      11) Will other groups be able to utilize this part? Drop down Yes or No
      12) Other Comments:

   B. The New Inventory Request Form should be reviewed by the shop supervisor and submitted by the shop manager to UES Procurement.

   C. All requests will be carefully evaluated by UES Procurement personnel and approved by the Business Services Manager.

   D. UES Procurement creates new part number and bin in AiM, and attaches the approved New Inventory Request Form to the Inventory Part Profile.