

UES Internal Policy - Business Services

Policy Area: PROCUREMENT	Title: New Stock Policy
Revised Date: 9/5/2014	Next Scheduled Review Date: 9/1/2015
<p>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.</p> <p>2. Procedure:</p> <p>A. One form per part. Procurement can assist to get the vendor and cost information.</p> <ol style="list-style-type: none">1) Justification:2) Manufacturer Part #:3) Part Description<ol style="list-style-type: none">a) Model/Serial numberb) Vendorsc) Lead Timed) Unit Coste) Is this a critical partf) For which equipment4) Vendor Information<ol style="list-style-type: none">a) Contact – Vendor contact name, e-mail & phone numbersb) Address – Vendor address5) Is there a local vendor for this part? <u>Drop down Yes or No</u>6) Function:7) Unit of Measure:8) Estimated Annual Usage:9) Min:10) Max:11) Will other groups be able to utilize this part? <u>Drop down Yes or No</u>12) Other Comments: <p>B. The New Inventory Request Form should be reviewed by the shop supervisor and submitted by the shop manager to UES Procurement.</p> <p>C. All requests will be carefully evaluated by UES Procurement personnel and approved by the Business Services Manager.</p> <p>D. UES Procurement creates new part number and bin in AiM, and attaches the approved New Inventory Request Form to the Inventory Part Profile.</p>	