

POLICY

INVENTORY CONTROL/MANAGEMENT

4025

An inventory list of all Bullhook Community Health Center, Inc. equipment and furniture shall be maintained by each department manager and submitted to the CFO yearly. The intent of inventory control is to discourage the theft, damage, or unwarranted disposal of expensive materials. This list shall include equipment such as dental instruments, examination chairs, autoclaves, EKG, computers, refrigerators, and furniture such as desks, office chairs, and coffee makers. The list shall describe the equipment by name, serial or lot number if applicable, date of purchase, purchase price and specific location within the Bullhook Community Health Center, Inc. If the original purchase price is unknown a replacement cost will be estimated.

New equipment/ shall be added to the existing inventory lists immediately after the item is acquired.

Equipment that has reached end of life will be removed from list immediately and be assessed for donation feasibility or disposed of using current green or recycling recommendations in an ecologically sound manner. Documentation of the donation or disposal method is required.

Department inventory lists will be reviewed quarterly by each department and signed by department manager to assure inventory control is monitored. Each department is responsible to submit inventory lists yearly to CFO in conjunction with the external financial audit.



CHIEF EXECUTIVE OFFICER

Date: 2-16-17



CHAIR, BOARD OF DIRECTORS

Date: 2-13-17

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