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POLICY

PERPETUAL INVENTORY RECORD KEEPING

8021

OBJECTIVE: To provide a record keeping system that will provide a daily total of inventory on hand in the Bullhook Community Health Center (BCHC) Pharmacy.

POLICY:

1. The BCHC pharmacy may maintain its inventory of formulary drugs in the pharmacy computer by balance of units on hand and by cost per unit if permitted by the current software program.
2. A perpetual class II controlled substance inventory will also be maintained in the controlled substance log book.
3. At least one annual physical inventory will be conducted near but not after the end of each fiscal year which is June 30th.



 CHIEF EXECUTIVE OFFICER

Date: 11-25-14



 CHAIR, BOARD OF DIRECTORS

Date: Nov 25, 2014

Date first adopted	09/24/2014
Date revised/QI	09/24/2014
New date adopted/Board	10/13/2014
Next review date	10/13/2015