



WYOMING DEPARTMENT OF CORRECTIONS

**Policy and Procedure #1.113
Inventory Control Guidelines**

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<p>Authority: Wyoming Statute(s): 25-1-104; 25-1-105; 9-2-1016(b); 9-4-217(a). ACA Standard(s): 4-4037.</p>	<p>Effective Date: April 4, 2016 Revision/Review History: 02/15/15 02/15/14 02/01/13</p>
<p>Cross Reference of Policy: P&P #1.102 <i>Procurement</i>; P&P #1.106, <i>Fiscal Control</i>; P&P #1.116, <i>Fixed and Non-Fixed Assets</i>; P&P #1.215, <i>Code of Ethics</i>; P&P #3.002, <i>Key Control Access and Use</i>.</p>	<p>Summary of Revision/Review: Updates existing policy pursuant to annual review.</p> <p>Supersedes Existing Policy :</p>
<p>Approved: <div style="display: flex; justify-content: space-between;"> R.O. Lampert 4/4/16 </div> <hr/> <div style="display: flex; justify-content: space-between;"> Robert O. Lampert, Director Date </div> </p>	

REFERENCE

1. ATTACHMENTS – None Noted
2. OTHER
 - A. State of Wyoming Executive Order 1997-4: *Executive Branch Code of Ethics*



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I. PURPOSE

- A. **Inventory Control for Warehouse and Food Service Programs.** The purpose of this policy is to establish written guidelines governing inventory control and to provide for the timely inventory of property, supplies, and other assets under the responsibility and authority of the Wyoming Department of Corrections (WDOC) warehouse and food service programs.

II. POLICY

- A. **Accountability of Goods.** It is the policy of WDOC to provide and maintain accountability of goods needed for the daily operations of the Facility/Division and to ensure that receiving, recording, and distribution of stock inventory demonstrates compliance with applicable Wyoming state statutes and governing agency policies.
1. A standard computerized inventory system shall be utilized within the WDOC for all warehouse and food service inventories of commodities and other goods.
- B. **Ethics Compliance.** WDOC employees shall adhere to the State of Wyoming, Governor's Executive Order 1997-4, *Executive Branch Code of Ethics* and WDOC Policy and Procedure #1.215 *Code of Ethics*, specifically, but not limited to:
1. Employees engaged in the procurement process are expected to be free of interests and relationships, which are actually or potentially detrimental to the best interests of the state and shall not engage or participate in any transactions involving the state in which they have an undisclosed close personal or financial interest.
 2. Accepting any fee, compensation, gift, payment of expense or any other thing of monetary value in circumstances which create the appearance of a conflict of interest or impropriety, whether or not such conflict of interest or impropriety actually exists. This shall include personal discounts from any entity doing business with the WDOC.

III. DEFINITIONS

- A. **Business Manager:** Prison Division facility Business Managers or the WDOC Fiscal Manager for the Field Services Division and Central Office.



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- B. Buyer:** *(For this policy only.)* WDOC employee(s) designated by the facility Warden who are authorized to purchase goods and supplies for their respective facility, warehouse and food service programs.
- C. Customer:** *(For this policy only.)* WDOC employee or work unit requesting goods.
- D. Daily Pull Sheet:** *(For this policy only.)* Internal form used for the tracking of kitchen goods needed for the day.
- E. Fishbowl (FB):** The base inventory management system used by WDOC to generate purchase, sales, and transfer order transactions in WDOC warehouses; tracks the expenditures and usage for those orders in the facility. This system is also used to track, report, and maintain minimal on hand stock inventory while it is in the WDOC warehouses.
- F. Goods:** Tangible items such as supplies, materials or equipment that are purchased for official state business; may also be referred to as a commodity.
- G. Material Safety Data Sheet (MSDS):** A document required by government regulation for all hazardous chemical substances produced and/or sold in the United States. MSDS sheets contain detailed information on each hazardous chemical. The MSDS sheet is intended to provide workers with and emergency personnel with procedures for handling or working with the substance in a safe manner, and includes information such as physical and chemical characteristics (*e.g.*, melting, boiling, and flash points, vapor pressure, *etc.*), toxicity, health effects, primary routes of entry, exposure limits, first aid, reactivity, storage (*i.e.*, use and control measures), disposal, protective equipment, and spill handling procedures. It is preferable that the MSDS contain the manufacturer name, address, and telephone number, though the exact format of an MSDS can vary from source to source.
- H. Non-Stock:** *(For this policy only.)* Goods that are purchased, but not stocked in a warehouse and are not tracked by the inventory management system.
- I. Pick List:** *(For this policy only.)* Instructs on goods needing pulled to fill customer sales orders.
- J. Purchasing Card (P-Card):** A form of credit card assigned to state employees to facilitate the acquisition of goods or services necessary for conducting official state business.
- K. Operational Standards and Procedures (OSP):** A division-level policy which is developed to implement a Department policy and procedure,



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consistent with the division's specific mission and function, or which provides administrative direction for an area within the scope of authority of the division.

- L. **Operational Procedure (OP):** A facility-level policy which is developed to implement a Department policy and procedure, consistent with the facility's specific mission, function, and offender population.
- M. **Purchase Order:** *(For this policy only.)* Order used to get goods into inventory.
- N. **Sales Order:** *(For this policy only.)* An internal warehouse document generated on Fishbowl used to remove stock quantities from WDOC warehouses inventories.
- O. **Transfer Order:** *(For this policy only.)* An internal document generated on Fishbowl used to move stock quantities between WDOC warehouses inventories.
- P. **Warehouse:** *(For this policy only.)* Any WDOC location that stocks inventory controlled goods, *(i.e.,* facility warehouse, kitchen, supply rooms, *etc.)*.
- Q. **Warehouse Request Form:** *(For this policy only.)* A document specific to each WDOC facility (including Central Office) for the purpose of requesting stock items.
- R. **Inventory Variance:** *(For this policy only.)* Changes to inventory, either to add or deplete inventory will be done through a Purchase Order (PO) or Sales Order (SO) as appropriate. There are exceptions to POs and SOs as defined in the Variance Procedure.
- S. **Food Shelf Life:** *(For the policy only.)* When a food item has "Expired" or is nearing the "Best if Used By" date, depending on the food type and storage history, foods may be used beyond these dates. Should a ServSafe certified Food Services Manager be unable to make an assessment on food use, email the WDOC Dietitian for guidance.

IV. PROCEDURE

- A. **Warehouse Procurement of Goods.** Goods for the facility warehouse and food service areas shall be purchased by facility designated buyers in accordance with WDOC Policy and Procedure #1.102, *Procurement Policy*.



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1. Each Business Manager shall insure each facility designated buyer reads and understands the contents of the procurement policy.
 2. Inventory stock levels shall be maintained at a minimum of a thirty (30) day stock supply, but more than a ninety (90) day stock supply is not recommended.
 3. Goods purchased and delivered centrally to accomplish substantial savings shall be distributed to WDOC facility warehouses. Transportation may be provided by the WDOC Correctional Industries program.
- B. Receiving of Goods.** Goods for the facility warehouse and food service areas shall be received by facilities in accordance with WDOC Policy and Procedure #1.106, *Fiscal Control*.
1. Each Facility/Division shall designate employees who are authorized to receive (sign for) deliveries. Inmates are not permitted to accept or sign for deliveries.
 2. Designated delivery personnel shall accept deliveries of non-inventory supplies and equipment ordered by a customer and delivered to the warehouse dock or receiving area. WDOC employees shall inspect for visible damage and shall document as necessary. The customer is responsible for preparing freight claims (for any damages, shortages, *etc.*) and for properly arranging for returns to the vendor.
 3. Designated delivery personnel shall open all packages received and if damage, contraband, *etc.* is suspected, such items shall be held for investigation as deemed necessary.
 4. Non-stock orders placed directly from a vendor shall be labeled for delivery directly to the customer (*i.e.*, the facility name, the requestor's name, and the facility department). A copy of all orders shall be provided in advance of delivery to the Warehouse Manager. This includes orders placed with a P-Card, as well as purchase orders. The department requesting the order shall be responsible for ensuring that any required Material Safety Data Sheets (MSDS) accompany the order and are submitted to the Safety Officer.
 5. All invoices for payment shall either bear an original signature and date of the employee who received the goods or services on behalf of the WDOC or have attached a packing/warehouse receiving slip bearing the same original signature and date.



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6. WDOC employees and contractors are not permitted to have personal items delivered to any WDOC facility. Employees and contractors should not utilize WDOC business addresses for personal mail or freight.
- C. Distribution of Goods from Inventory.** Customer(s) may request goods stocked in WDOC warehouses by submitting a completed warehouse request form. Kitchen goods are requested and issued from inventory by entering a Transfer Request in Fishbowl (FB) or by adding the items to the daily pull sheet.
1. Warehouse requests, daily pull sheets, and transfer requests must be prepared, approved by facility/department supervisors, and entered into FB using established and warehouse approved procedures to avoid the issuance of an improper good or delivery delay.
 2. Emergency requests requiring special attention shall be processed as soon as possible, assuming a budget source has been identified and approved.
 3. Goods will be returned to inventory by utilizing the RMA (Returned Merchandise Authority) process in Fishbowl.
- D. Inventory Variance.** When an adjustment in Fishbowl Inventory System is necessary to increase or decrease inventory items, the following procedures will apply.
1. Make every effort to resolve why the inventory is not accurate. Research Purchase Orders (PO)/Sales Orders (SO) to determine where the count may have been inaccurate.
 - i. If unable to determine where the count error occurred, then use one of the appropriate standardized SOs or the PO to correct the error as a last resort:
 - a. SO Customer: Damaged (to remove damaged items from inventory)
 - b. SO Customer: Expired (to remove expired items from inventory)
 - c. SO Customer: Destroyed (to remove destroyed items from inventory)
 - d. SO Customer: Theft/Unknown (to remove items from inventory) If over \$500 a WDOC Form #102, *Staff Report*



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must be completed and distributed per WDOC Policy and Procedure #1.013, *Incident Reporting*, additionally a copy will be provided to the facility Business Manager.

- e. PO Vendor: Overage/Unknown (to add items to inventory)
2. SO/PO adjustment exceptions.
- i. The inventory Adjustment box may be used for:
 - a. Five (5) or less adjustments per month and;
 - b. No single exception adjustment may be more than \$25.00 and;
 - c. The total of all exception adjustments does not exceed \$125.00 per month.
 - d. Adjustments for shipping/freight entered by mistake and removal of non-inventory items are allowed.
 - ii. Should inventory adjustments be needed exceeding these limits they must be made through and by the Central Office inventory control representative.
- E. Fixed and Non-Fixed Assets.** Assets shall be managed in accordance with WDOC Policy and Procedure #1.116, *Fixed and Non-Fixed Assets*.
- 1. All WDOC non-disposable, tangible goods shall have a *State of Wyoming Property of Department of Corrections* tag affixed in a prevalent location.
 - 2. WDOC Business Managers are responsible for placing the pre-printed numeric asset property tag on the appropriate asset upon receipt of applicable goods.
- F. Warehouse Access.** Warehouse and food service storage areas are restricted access areas. Admittance to the these areas is limited to the following guidelines:
- 1. During normal business hours, visitors and employees must be accompanied by a facility warehouse employee or as permitted by the division Operational Standard and Procedure (OSP) or facility Operational Procedure (OP).



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2. Each Facility/Division shall designate employees who are authorized for emergency access the warehouse or kitchen during non-business hours.
 3. After normal business hours, access must be pre-authorized by the facility CEO or designee, or be accompanied by a facility warehouse employee, the exception being an immediate emergency.
 - i. Keys to the warehouse and food service storage areas are designated as restricted and shall be controlled per WDOC Policy and Procedure #3.002, *Key Control Access and Use*.
 4. Inmates shall not be allowed access to or allowed to remain in warehouse or food service storage areas unless supervised by a WDOC employee or as permitted by facility OP or division OSP.
- G. Inventory.** Inventory control of property, supplies, and other assets shall be governed in accordance with this policy and may be further guided by facility OP or division OSP. Inventories shall be conducted at time periods stipulated by applicable statutes. (ACA 4-4037)
1. Monthly, on the last working day of the month before 5:00 p.m., Business Managers shall submit a monthly inventory valuation report for each warehouse at their facility to the WDOC Fiscal Manager.
 2. Annually, on June 30th or the last working day of June, all warehouses shall close for a full inventory. Business Managers shall submit this inventory to the WDOC Fiscal Manager on or before the 10th working day of July.
 3. All inventory counts shall be completed by WDOC employees only. Inmates may be utilized to assist in organizing goods for count; however, the actual count shall be made or verified by a WDOC employee.

V. TRAINING POINTS

- A. What programs does this policy apply to?
- B. What stock levels are to be maintained at all times?
- C. Who completes the inventory count, and when is the monthly report due to the WDOC Fiscal Manager?