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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

# **INVENTORY STORES POLICIES AND PROCEDURES MANUAL**

February 5, 2024

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# ABOUT INVENTORY STORES

## General Overview

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The Inventory Stores Policy and Procedures Manual was developed to provide the campus with resources and guidance when requesting supplies and materials through the campus Inventory Stores Department. In addition, the manual provides Inventory Stores with:

1. Ordering Guidelines
2. Setting Roles and Responsibilities
3. Inventory Management
4. Internal Controls
5. Policy Compliance
6. Consistent Practices

## Inventory Stores Functions

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Inventory Stores is responsible for the following:

1. Developing policy and procedures
2. Oversees the acquisition and order reconciliation of supplies and materials for campus inventory.
3. Inventory Forecast
4. Completing inventory counts
5. Order fulfillment
6. Campus deliveries
7. Determine damaged and obsolete inventory.
8. Ensure accurate data entry and usage of the Inventory Management System

# INVENTORY

## Stocked Inventory

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Inventory Stores stocks the below supplies and materials primarily for custodial services use, however certain supplies are stocked and available to the entire campus community.

### **Campus Inventory** (*available to all campus departments*)

1. Water
2. Copier Paper, 8.5" x11"
3. Batteries, AA and AAA, C, and D

### **Custodial Services** (*available only to custodial services department*)

**NOTE:** This list is subject to change based on supplies and materials availability.

1. Paper towels
2. Toilet Tissue
3. Soap
4. Cleaning products
5. Cleaning chemicals
6. Gloves

Supplies and materials used by custodial services and campus departments are stored centrally in the Inventory Stores Warehouse, located in Physical Plant, *refer to map for campus location.*

## Inventory Management

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Inventory Stores purchases are managed using TAMIS, an Inventory Management System. Inventory Stores is able to enter new inventory data, perform debit and credit functions, and determine a re-ordering point. TAMIS does not integrate with the campus financial system, PeopleSoft, therefore a chargeback process has been implemented to recover costs.

Physical inventory counts are completed every three (3) months. The Logistics Clerks (*two separate staff*), complete the first and second inventory count. The Logistics Manager complete the third and final inventory count. Based on the inventory count, the Logistics Manager verifies if the count is accurate based on counts in the Inventory Management System.

The Logistics Manager is responsible for reviewing available inventory, determining re-order points, and purchasing new inventory using a procurement card or blanket purchase order. When inventory runs low, the Logistics Manager will inform the

custodial manager to ensure inventory re-stock is necessary or if they will be switching to a new product.

## **ORDERING PROCEDURES**

### **Placing and Order**

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Custodial services staff Leads shall complete the Inventory Supply Request Form to request inventory items. Only Leads are authorized to submit the form. Once the form is completed, the Custodial Lead will place the form in the Inventory Stores mailbox. Logistics will retrieve the new order forms to begin the fulfillment process. Once the order is pulled from inventory, it will be placed in the designated pick-up area. Only the Custodial Leads are authorized to pick-up the order. The Custodial Lead will then prepare the order for distribution to custodial staff.

The campus community only has access to the items listed in the stocked inventory section of this manual. To request an order, campus departments shall email the Logistics Manager to request a new order. The email must include the following:

1. Item Description
2. Quantity
3. Date Needed
4. Delivery Location
5. Chargeback account information

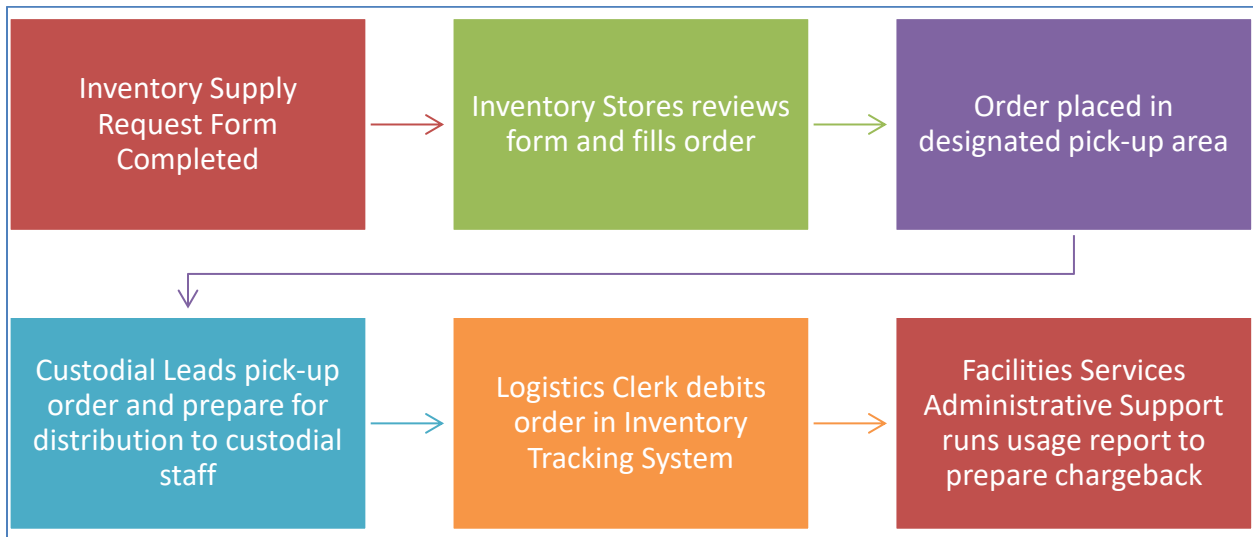
Please refer to the below process workflows for both ordering procedures.

### **Inventory Workflow**

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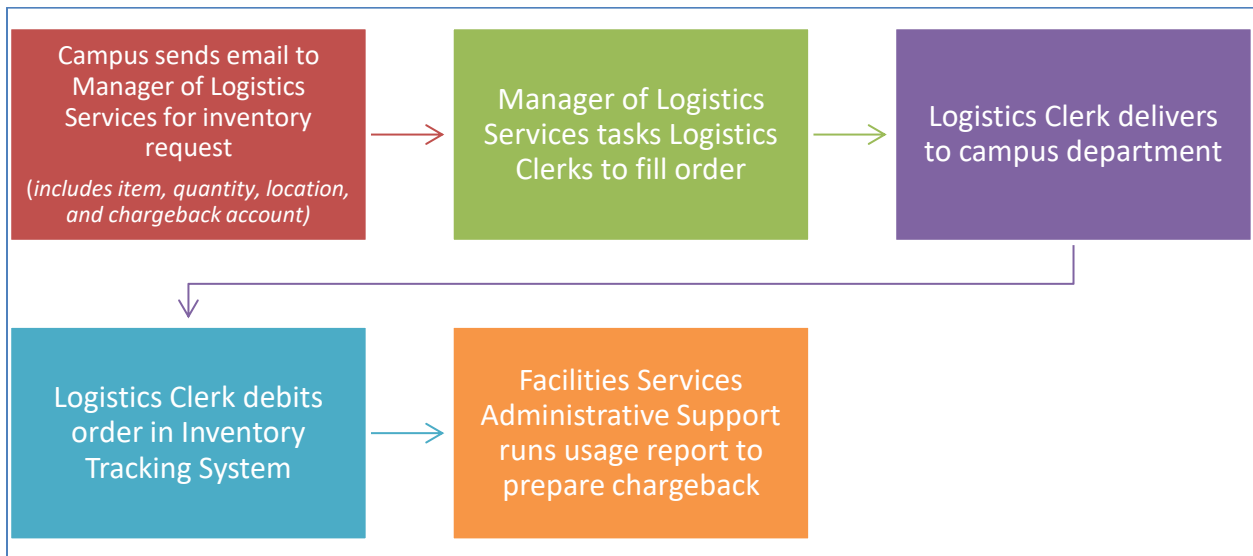
#### **Custodial Services**

The following workflow represent a standard inventory item fulfillment process for custodial services:



### Campus Departments

The following workflow represent a standard inventory item fulfilment process for campus departments:



## ROLE AND RESPONSIBILITIES

### Inventory Stores Staff Roles and Responsibilities

The following roles and responsibilities have been established for proper inventory management.

<b>Role</b>	<b>Responsibility</b>
Manager, Logistic Services	<ul style="list-style-type: none"><li>• Order Acquisitions (TAMIS credits)</li><li>• Inventory Forecast</li><li>• Final Inventory Count</li><li>• P-card Reconciliation</li><li>• Order Fulfillment (pull orders)</li><li>• Remove obsolete inventory</li><li>• Identification of damaged property</li></ul>
Logistic Clerks (all)	<ul style="list-style-type: none"><li>• Order Fulfillment (pull orders)</li><li>• Campus deliveries</li><li>• First and Second inventory counts</li><li>• Identification of damaged property</li></ul>
Logistic Clerk, Helen Soeur	<ul style="list-style-type: none"><li>• Order Debits in TAMIS</li></ul>
Custodial Manager and Other Facilities Managers	<ul style="list-style-type: none"><li>• Identification of obsolete inventory</li></ul>

## LOCATION AND CONTACT DETAILS

### Department Contacts and Hours of Operation

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Dino Hernandez  
Manager, Logistical Services  
[DHERNANDEZ@CSUDH.EDU](mailto:DHERNANDEZ@CSUDH.EDU)  
(310) 243-3793

Scott Bourgeois  
Director, Facilities Operations  
[SBOURGEOIS@CSUDH.EDU](mailto:SBOURGEOIS@CSUDH.EDU)  
(310) 243-2734

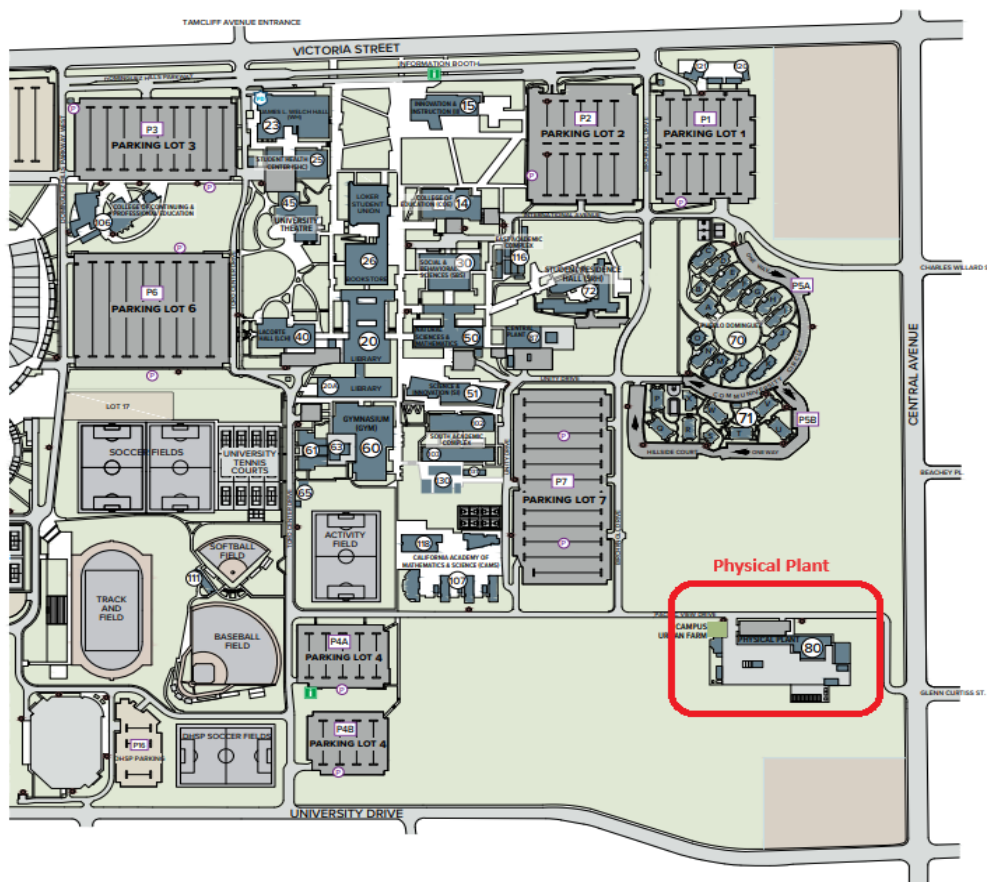
### Hours of Operation:

Monday through Friday, 7:00 a.m. to 4:00 p.m. (Open During Lunch)



## Campus Location

# CSUDH Campus Map



### BUILDING NAMES & ID NUMBERS

- 14. COLLEGE OF EDUCATION (COE)
- 15. INNOVATION & INSTRUCTION (II)
- 20. LEO F. CAIN LIBRARY (LIB)
- 20A. LIBRARY ADDITION (LIB)
- 23. JAMES L. WELCH HALL (WH)
- 25. STUDENT HEALTH CENTER (SHC)
- 26. LOKER STUDENT UNION (LSU)
- 30. SOCIAL & BEHAVIORAL SCIENCES (SBS)
- 40. LACORTE HALL (LCH)
- 45. UNIVERSITY THEATRE (UT)
- 50. NATURAL SCIENCES & MATHEMATICS (NSM)
- 51. SCIENCE & INNOVATION (SI)
- 60. GYMNASIUM (GYM)
- 61. FIELD HOUSE (FH)
- 63. SWIMMING POOL (SP)
- 65. ROTC & PARKING SERVICES MODULAR (RPM)
- 70. PUEBLO DOMINGUEZ (SH-1)
- 71. PUEBLO DOMINGUEZ (SH-2)
- 72. STUDENT RESIDENCE HALL (SRH)
- 80. PHYSICAL PLANT (PP)
- 87. CENTRAL PLANT (CP)
- 102. SOUTH ACADEMIC COMPLEX 2 (SAC-2)
- 103. SOUTH ACADEMIC COMPLEX 3 (SAC-3)
- 106. COLLEGE OF CONTINUING & PROFESSIONAL EDUCATION (CCPE)
- 107. CALIFORNIA ACADEMY OF MATHEMATICS & SCIENCE (CAMS)
- 111. BASEBALL/SOFTBALL STORAGE
- 116. EAST ACADEMIC COMPLEX (EAC)
- 118. CALIFORNIA ACADEMY OF MATHEMATICS & SCIENCE (CAMS)
- 120. CHILD DEVELOPMENT CENTER (CDC)
- 121. INFANT TODDLER CENTER (ITC)
- 130. CLASSROOM VILLAGE (WIL)
- 131. WOMEN'S RESOURCE CENTER (WRC)

- Parking Permit Dispenser (\$10 Day Pass)
- Fire Hydrants
- Police (CSU Police) - Open 24 Hours  
Located in James L. Welch Hall (Building #23), For  
Emergency, Dial 911
- Jogging Trail with 12 Stretching Stations
- Information Booth

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Updated 05/2023

## FREQUENTLY ASKED QUESTIONS

1. What is the turnaround time for fulfilling a custodial services Inventory Request? Orders are pulled first thing in the morning Monday through Friday.
2. What is the turnaround time for fulfilling a campus department Inventory Request? 24 hours or less.
3. How often does Inventory Stores complete chargebacks? Once a month.
4. Who do I contact if a chargeback amount is incorrect? Patrisha King @ [PKING@CSUDH.EDU](mailto:PKING@CSUDH.EDU)

## **FORMS**

**Inventory Request Form [LINK PENDING]**