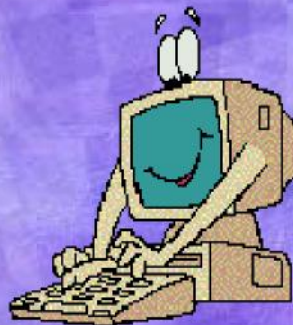


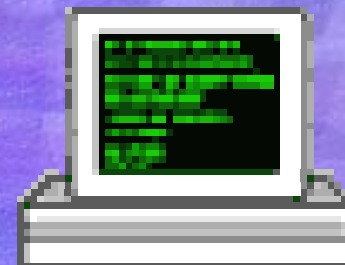
INVENTORY MANAGEMENT



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What is Inventory Management?

Inventory Management - handles all functions related to the tracking and management of material. This would include the monitoring of material purchases, movements, disposals, location and the reconciling of the inventory balances.



RESPONSIBILITY ...

Who's responsible for the colleges assets and inventory?



- Every full/part time personnel employed by Guam Community College.

The Dreaded ...

FORMS



REPORT OF SURVEY

This form is used to collect all the information necessary to determine the appropriate action to be taken on assets no longer required within a department and or organization.

- Approve corrective actions, including financial recovery efforts
- Approve proper disposal
- Approve the resulting adjustments to property accountability records

▶ *GovGuam Procurement FORM NO. DOA-239/240
(Front/Back)*

Report of Survey Procedures

- All materials identified by a department as “TURN-IN” will be required to notify the Materials Management Officer through a **WORKORDER** request via E-mail.
 - Tracking Purpose
 - Scheduling of removal
 - Accountability

DONATION of PROPERTY

- Assets no longer used or required within the institution or department, but can be utilized by another agency, institution or a non-profit organization.

► **FORM : DONATION OF PROPERTY**

TRANSFER of PROPERTY

- Interdepartmental & Other GovGuam agency transfers
- Satellites
- Requirement to establish appropriate internal controls over all assets, regardless of cost.

FORM: TRANSFER OF PROPERTY

RECEIPT of PROPERTY

- Provide a record of receipt
- Accountability
- Provide a document of entry to the records and accounts,
- Provide an audit trail

► **FORM: RECEIPT OF PROPERTY**

CERTIFICATE of LOSS

- Documentation of a loss or losses
- Accountability
- Audit trail



► **FORM: CERTIFICATE of LOSS**

Questions

