

# MOUNTAIN PARKS ELECTRIC, INC.

## BUSINESS FUNCTIONS POLICIES AND PROCEDURES

SUBJECT: MPEI WORK FLOW PROCEDURES- INVENTORY	POLICY NO. B-15
EFFECTIVE DATE: JULY 1, 2001	PAGE 1 OF 2
REVISED DATE: OCTOBER 22, 2003, SEPTEMBER 11, 2014, JULY 14, 2022	

### I. OBJECTIVE

To establish an inventory workflow procedure.

### II. POLICY

- A. All items included in the inventory (construction, transportation, maintenance) shall be under the control of the Warehouse Supervisor, or in their absence, the Lead Purchasing Agent. The Kremmling and Walden inventories will be under the supervision of the District Superintendents.
- B. All receipts, issues, or return of inventoried items shall be under the direction of the Warehouse Supervisor, the Lead Purchasing Agent or the Materials Clerk.
- C. Individual identification numbers shall be assigned to each inventory item.
- D. Inventory items shall be valued at historical average cost.
- E. All inventoried items will be entered into inventory upon receipt or return and removed from inventory upon issuance.
- F. No item shall be issued from inventory without a pick list or listed on the Material Take Out Sheet.
- G. Inventoried items assigned to vehicles shall be considered as a part of the inventory, and it shall be the responsibility of the employee to record the charge out of inventory as it is used from the vehicle.

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### III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.

 , PRESIDENT      DATE: 7/14/22