

**Policy Number: B-15****Subject: MPEI Workflow Procedures - Inventory****Review Requirement: 3 years****Original Issue Date: July 1, 2001****Date of Last Review: July 10, 2025****Date of Last Revision: July 10, 2025****Previous Revisions: 10/22/2003, 09/11/2014, 07/14/2022**

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**I. OBJECTIVE**

For Mountain Parks Electric, Inc. (the “Cooperative”) 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.
- B. All receipts, issues, or return of inventoried items shall be under the direction of the Warehouse Supervisor or their designee.
- C. Item 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 for planned jobs or being listed on the material Take Out Sheet for unplanned or field-initiated material withdrawals.
- 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.
- H. Any inventory adjustments due to loss, damage, or error shall require approval from the Warehouse Supervisor and documentation of the reason for the adjustment.
- I. A physical inventory count shall be conducted at the following minimum frequencies as directed by the Warehouse Supervisor, to ensure system accuracy and accountability.

1. Classification A: Monthly
2. Classification B: Quarterly
3. Classification C: Semi-annually

### **III. RESPONSIBILITY**

The Chief Financial Officer will be responsible for the administration and compliance of this policy.

**APPROVED BY THE BOARD OF DIRECTORS ON JULY 10, 2025**