

STORAGE INVENTORY PROCESS
AREA EVENT - MATERIALS USAGE

KEY PROCESS: **Event Materials Usage**
Sub-process: **Sign Out Process**

Note: Pick up for events may not happen more than 2 weeks prior to the event.

Step	Procedures	Recommendation/Comment
A. Materials needed for Area event are signed out.	1. Event committee checks storage inventory for materials to be used at event. 2. Event committee signs out materials on sign out log providing complete list of containers/items taken and contact information.	The committee will designate one of its members as the individual responsible for all tracking and returns. Actual physical work may be delegated by that person.
B. Inventory control is updated.	3. Event committee updates the inventory to reflect materials withdrawn from storage.	
C. Containers/items are removed from the Area Office.	4. Required containers/items are removed from their designated storage location. 5. Event committee takes materials from the office to the event.	Mgr. or Asst. Mgr. must be present for items to be removed. Pick ups outside of normal office hours may be possible by special arrangement.

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D. Items are signed out for event.	6. Member(s) come to the office. 7. Items are removed from storage by the individual(s). 8. Individual(s) sign out materials being taken of the sign out/in sheet including name and contact information as well as date taken.	Mgr. or Asst. Mgr. must be present for items to be stored or removed from office. Pick ups may occur on a non-business day by special arrangements with Mgr.
E. Items are returned to the office after the event.	9. For items being returned go to Steps A, B and C above. 10. For items consumed by the event go to Step F below.	Returns may occur on a non-business day by special arrangements with Mgr.
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F. Individual(s) account for items not returned to office.	11. Items are noted on the sign out/in sheet as consumed and none returned. 12. Contact information and date are provided on the sign out/in sheet.	Normally no notation is made when items are used up. It
G. Mgr./Asst.Mgr. verifies items returned.	13. Periodically Mgr./Asst. Mgr. checks sign out/in sheet and contacts those who have signed out items that have not been signed those items back in.	