Before taking *any item(s)* from the
CT-AFG STORAGE-INVENTORY at the LDC (LITERATURE DISTRIBUTION CENTER)
*PLEASE **READ** these Guidelines.*

PROCEDURE GUIDELINES
for Checking Out & In of CT-AFG Storage-Inventory

PLEASE TAKE A FEW MINUTES AND FOLLOW THESE SIMPLE PROCEDURES.
CT-AFG IS KEEPING AN EXACT INVENTORY OF ITEMS STORED AT THE LDC
TO AVOID MAKING ADDITIONAL PURCHASES UNTIL IT IS TIME TO DO SO.

A. <u>**CHECKING ITEM(S) OUT** OF THE CT-AFG STORAGE INVENTORY</u>:
   1. Go to the Storage-Inventory binder
   2. Locate the item(s) you need to check-out from the **Database sheets**.
   3. In each bin and container you will find the individual items' 'Storage-Inventory sheet'
      a. Go to the sheet for each item you are checking out and, on the next blank line, write the **date**, and **how many** of the item you are taking - under the 'Out' column. Also, write your **name, phone number and e-mail address** (legibly, please).
      b. Take what you need and leave the rest…..
   4. Place the Storage-Inventory sheets back into the bin(s) and/or container(s).
   5. Storage-Inventory sheets for the **larger items**, not in bins or containers, are located in this binder per page number indicated on the Database sheets.
   6. Then, fill in the dates on the Master Storage Sign Out & In sheet (the page before the Database sheets).
   7. <u>**Please keep this Procedure Guidelines form** with the item(s) checked out</u> (for reference when returning the item(s) to the LDC).

<u>PLEASE NOTE</u>: ALL ITEMS **MUST** BE CHECKED BACK IN
<u>**WITHIN 2 - 4 WEEKS**</u> FROM THE DATE OF AN EVENT

B. <u>**CHECKING ITEM(S) BACK IN** TO THE CT-AFG STORAGE INVENTORY</u>:
   1. Get the bin(s), or binder, and go to the Storage-Inventory sheet where you signed the item(s) out.
      a. In the same row, under the column 'In', write **how many** you are returning and **date it**.
      b. Then, take the previous balance, deduct the amount 'Out', add the amount 'In' and write the new 'Balance' in that column.
   2. Replace the Storage-Inventory sheet back into the bin along with the returned item(s).
   3. Lastly, please complete the line item on the Master Storage Sign Out & In sheet (the page before the Database sheets).

<u>T</u>HANK <u>YOU</u> FOR YOUR WILLINGNESS TO SERVE CT-AFG
AND DOING YOUR PART IN KEEPING THE LDC STORAGE-INVENTORY UP-TO-DATE