



Accounting Policies, Procedures, and Forms

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Policy: The investment in physical inventory, supplies and capital equipment will be facilitated through the Purchasing Manager, maintained at the lowest effective level and supervised consistent with a common set of procedures and controls as required by all regulatory and customer contract requirements.

Purpose: To outline the actions to be taken for 1) the procurement of all inventory, supplies and capital equipment, 2) the continuous analysis of inventory usage and balances in order to minimize the investment level, 3) the completion of related documents.

Scope: This procedure applies to the purchase of all inventory items, supplies and capital equipment for all departments within the company.

Responsibilities:

All Employees that require a product or service must complete purchase requisitions specifying items for purchase and obtain required approvals.

The Purchasing Manager is responsible for using good purchasing methods, optimizing price savings, quality or value of products, vendor working relationships, assuring proper inventory control and inspections, maintaining raw material inventories, placing orders with approved suppliers, negotiating pricing with suppliers, and forwarding all paperwork to the Accounting Manager for payment.

The Accounting Manager and Accounts Payable are responsible for payment of invoices only after satisfactory completion or delivery of goods or services has been made.

The Receiving Manager and Warehouse Personnel are responsible for receiving, inspecting materials, and forwarding all paperwork to the Purchasing Manager.

Definitions: Average Monthly Usage (AMU) - For the purpose of this procedure, is the normal demand averaged over a moving twelve-month period. The average monthly usage is obtained by adding the last twelve months and dividing the sum by twelve.

Easy Purchasing Procedures Manual Sample

George W. Aljian



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