



MARK WILLIAMS
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Administrative Procedure # A - S - 1

Subject: Soft Drink Inventory Control Log

Effective Date: July 1, 2014

Procedure Statement:

Each site utilizing self-service drink machines will be required to track incoming and outgoing soft drink inventory on the attached Soft Drink Inventory Control Log. This includes merchandise coolers and any machines that are not vendor full-serviced.

Definitions:

N/A

Procedure:

1. The Soft Drink Inventory Control Log is to be maintained in the site office.
2. Complete the Soft Drink Inventory Control Log each time the soft drink inventory changes, to document the amount of incoming and outgoing inventory.

Authority: (if applicable)

N/A

Attachments:

Attachment 1 –PRHS Soft Drink Inventory Control Log