Inventory Tracking and Acquisition Process

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1. Purpose

This SOP outlines the standardized procedures for tracking, managing, and replenishing inventory used in BlueForce educational training operations. The system is divided into two categories: **Durable Inventory** and **Consumable Inventory**. The goal is to ensure efficient usage tracking, reduce waste, and maintain supply availability across operational buildings.

2. Scope

This SOP applies to:

- Instructor Supervisors (IS)
- English Language Teachers (ELTs)
- Acquisition Inventory Department (AID)
- Base procurement personnel
- Administrative program managers (PMs)

The procedures described are applicable to all training buildings and storerooms under BlueForce contract management.

3. Inventory Categories

3.1 Durable Inventory

Durable items are nonperishable and include chairs, cabinets, whiteboards, and other reusable assets. Items are tracked by building location and storage area. Inventory records are maintained in a centralized Google Sheet [link], updated upon new acquisitions or relocations.

3.2 Consumable Inventory

Consumables (e.g., pens, markers, paper) are tracked based on **usage volume** rather than physical location. Usage is logged in the consumable inventory spreadsheet, available through the BF/TSI shared Google Drive.

4. Inventory Intake and Tracking Process

1. **Acquisition Request Initiation**
   - A staff member completes a *New Acquisition Request (NAR)* form and submits it to the Program Manager (PM).
   - The PM consolidates approved NARs into a *Contract Purchase Request (CPR)* and submits it to AFSAT for approval.
2. **Procurement and Delivery**
   - Once the CPR is approved, items are purchased from designated local merchants.
   - Receipts, invoices, and proofs of purchase are archived with the Acquisition Request List (ARL).
3. **Receiving and Barcode Tagging**
   - Upon delivery, items are labeled with barcodes and grouped by category for distribution across supply rooms.

4. **Storeroom Management**
   - Supplies are stored in IS offices for daily teacher use.
   - Instructor Supervisors restock storerooms regularly from the central supply.

5. **Usage Logging**
   - Before consumable items are taken from storage, they must be scanned or entered into the "used" column in the Consumable Inventory Tracker.
   - Unmarked items may not be removed or used.

5. Stock Monitoring and Reporting

- Monthly usage and replenishment trends are reviewed by the AID team.
- Annual purchase reports identify the **most/least consumed** items and highlight any anomalies in supply flow (e.g., during Ramadan periods).
- Historical purchase data (2019-2022) are used to predict seasonal shifts in demand and optimize stock cycles.

6. Key Contacts and Tools

- **AID Leads**: ELT Mustafa Samater, IS Jason Hill
- **Inventory Systems**: Google Sheets - Durable and Consumable Trackers
- **Forms Used**:
  - New Acquisition Request (NAR)
  - Contract Purchase Request (CPR)
  - Acquisition Request Submission (ARS)