Supply Request and Inventory Replenishment SOP

Purpose

To establish a standardized and efficient process for requesting supplies and replenishing IT-related inventory, including setting reorder thresholds, selecting vendors, and tracking inventory levels. This SOP applies to IT personnel responsible for managing consumable and non-consumable inventory, including but not limited to laptops, peripherals, accessories, networking equipment, and general IT supplies.

1. Record inventory items in InvGate or an approved spreadsheet with item name and category, quantity on hand, minimum reorder threshold, preferred vendor(s), and unit price and budge code.
   1. Review inventory levels bi-weekly.
   2. Items falling below threshold levels trigger a restocking workflow.
2. When restocking is needed or a department request additional items, submit a Supply Request Form via the internal ticketing system and include quantity needed, urgency level, justification, and intended recipient or department.
   1. Urgent requests may be fulfilled using existing stock and logged as a priority replacement.
3. Review all requests for validity and current stock availability.
4. For non-stocked or out-of-stock items, forward request to IT Lead for procurement review.
   1. If total cost > $500, obtain at least two price quotes (see IT Procurement SOP).
   2. Fiscal approval is required for purchases exceeding departmental budget or involving capital expenditure.
5. Use only pre-approved vendors with valid W-9s and compliance documents (refer to the Approved Vendor List, if available).
6. Record vendor, item cost, quantity, purchase order number (if available), and estimated delivery date in the Procurement Log.
7. Upon delivery, verify quantity and item match the order, update InvGate or inventory sheet with new stock, and tag trackable assets.
8. Store items securely in the IT supply cabinet or designated storage with access restricted to IT staff.
9. Retain copies of invoices, order confirmations, and packing slips.
10. Conduct quarterly audits of inventory levels, reorder trends, and vendor performance.
    1. Reassess thresholds annually or based on usage patterns.
    2. Identify frequently used items and consider bulk ordering if cost effective.
11. Use of unauthorized vendors or bypassing request procedures may trigger an internal audit or corrective action.

This SOP must be reviewed annually or upon major changes in procurement policy, vendor agreements, or inventory management systems.