

SAM—INSTITUTIONAL STORES ACCOUNTING

SUB-STOREROOMS

10831.1

(Revised 8/70)

The requisition procedure will be used for those commodities that are stored in a sub-storeroom under the custody of an employee other than the user. Such custodian will render the physical inventories stock on hand that are required by SAM Section 10860. An example of such a sub-storeroom is a cold-storage room in which meat and other products are under the custody of a butcher, who does not cook. In the case of meats, the butcher will prepare periodically an Order for Storeroom Supplies Std. Form 115, for the scraps and waste after they actually have been weighed. Normally an inventory adjustment for meat will be necessary each time a physical inventory is taken because of meat shrinkage. Abnormally large adjustments will be checked thoroughly by the business manager or a designated subordinate.