

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.03.002	PAGE 1 of 1
	Policy and Procedure		EFFECTIVE DATE December 15, 1993	
SUBJECT Repair Parts, Warehousing, Purchasing, & Inventory Control		SUPERSEDES		DATED
TITLE State Equipment Fleet	CHAPTER SEF Procurement	APPROVED BY Signature on File		

PURPOSE

To provide broad policy regarding how the Statewide Equipment Fleet (SEF) manages its warehouses and its inventory of repair parts and supplies.

POLICY

It is the policy of the Department that an inventory of repair parts and supplies will be maintained in parts warehouses at strategically located repair shops to support state owned equipment. This inventory will be kept to the lowest practical level needed to provide support to the equipment fleet.

Parts warehouses will be managed to provide reasonable and adequate security of the parts inventory from theft or pilferage, and to provide protection of inventory assets from adverse environmental conditions.

Parts inventories will be purchased, warehoused, and issued in accordance with generally accepted standard industry practices, and in accordance with Alaska statutes (AS 36.30), Department of Administration Regulations (2 AAC 12), Department of Transportation and Public Facilities procurement policy and procedures, and Generally Accepted Accounting Principles (GAAP).

Parts and supplies purchased through the Statewide Equipment Fleet (SEF) are to be used only on State owned vehicles and equipment, and/or in support of authorized State business.

AUTHORITY

AS 36.30
AS 44.68.220

IMPLEMENTATION RESPONSIBILITY

Director, Administrative Services; Statewide Equipment Fleet Manager;
Regional/District SEF Managers and Superintendents.