



## Enriching Lives & Connecting Communities

### Supply Inventory

Finance  
Policy No. 9050

Revision Date: December 16, 2013

#### Policy Statement

All parks staff responsible for ordering and managing supplies for the Richland County Recreation Commission must provide the Division Head with a complete list of supplies on hand as of June 30 each year – those with a value of \$500.00 or more. The Supply Inventory Form must be completed and forwarded to the Division Head for Business Operations no later than July 5<sup>th</sup> for supplies on hand at the end of the previous fiscal year (July 1 – June 30).

#### Guidelines:

1. Examples of Supplies to be Inventoried:

- |                     |                              |
|---------------------|------------------------------|
| *Fertilizer         | * Janitorial Supplies        |
| *Gasoline           | * Plus Five Marking Compound |
| * Light Bulbs       | * Lighting Ballasts          |
| * Paint             | * Tennis Court Supplies      |
| * Diesel Fuel       | * Motor Oil                  |
| * Various Chemicals | * Sand                       |
| * Propane Gas       | * Chlorine Powder            |
| * Chlorine Sticks   | * Algaecide                  |
| * Soda Ash          |                              |

Note: This list provides samples of supplies to be inventoried but is not an exhaustive list. Other items should be inventoried as appropriate.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department