

**OLDS COLLEGE
POLICIES AND PROCEDURES MANUAL**

CATEGORY: B. Finance and Administrative				
SUBJECT: Inventory				
POLICY NUMBER: B9				
APPROVALS				New/Revision
Board of Governors	Academic Council	Academic Coordinating Committee	Administrative Services Committee	Common Issues
Date: 2007/06/28	Date:	Date:	Date: 2007/06/18	Date:

POLICY STATEMENT

Inventory of Olds College consists of all owned goods, merchandise and livestock held for resale, and such other supplies and consumables which are deemed to be current assets of the College.

Inventory will be maintained as provided by generally accepted accounting principles, on a FIFO (first in, first out) basis. Inventory, other than livestock, will be valued at the lower of cost and net realizable value. Livestock is valued at net realizable value.

GUIDELINES

1. Inventoriable items shall include all bookstore merchandise, ready for sale course modules, paper, animal feed, seed, and livestock.
2. Instructional supplies are not considered inventory. Any instructional supplies purchased in advance of the fiscal period of use, will be classified as a prepaid expense.
3. A contract verifying outside ownership of inventory held at Olds College must be provided to Business Services.
4. Inventory shall ordinarily be funded from operating grant funds, or from earnings and donations, except for the initial stock of supplies required specifically for establishing a stores room such as the College Bookstore, or if acquired with and for a new of capital asset, e.g. bulbs for projectors and such other supply items.
5. Business Services will establish proper inventory counting procedures and schedule times for verification counts.
6. Inventory will be counted in teams of two staff members. One member of the team will be a staff member who is not primarily responsible for custody of the inventory

ADMINISTRATIVE RESPONSIBILITY

Business Services will be responsible for establishing all necessary systems and procedures to ensure proper maintenance and valuation of all inventories. This policy is to be reviewed every five years.