

# STORAGE AND REMOVAL FROM STORAGE REQUESTS

When a department deems it necessary to remove a Nation owned asset or to request storage space for some of their outlet supplies, they must first contact the Warehouse Inventory Control Supervisor by email to initiate the process.

1. Once contacted, the Inventory Control Supervisor will either forward the “Warehouse Storage Request Form” to the requesting department or instruct them to the company intranet to download the form.

## **STORAGE REQUESTS:**

2. For storage requests, within this form, the following is some of the information that will be required:
  - **Is the item operable?** (If not operable, a “Property Disposal Form” will need to be filled out instead of the storage form)
  - **Time needed for storage:** The Exact date- (month and year), that the Outlet would like the Warehouse to store the product for. If a date for storage can’t be determined by the requesting department, a storage date of 1 year from the date of pickup will be utilized as the next storage review date for those items by the Director of Supply Chain
  - **Department Approval:** (Director or VP signature is required for all storage requests)
  - **Items to be stored:** Indicate all of the items being requested for storage using the attached itemized listing form
3. Once the requester has filled out the form, it is to be emailed to the Inventory Control Supervisor to move the request forward.
4. The Inventory Control Supervisor will forward the storage request form to appropriate Warehouse Management to:
  - Schedule a date for pickup
  - Contact the requestor to inform them of the pickup date and time
5. The Warehouse pickup person will be given the storage request form and will retrieve the item(s) from the outlet
6. Upon arrival at the outlet, the Warehouse pickup person will:
  - Inspect the item(s) and will note any visible damage on the form

- If damage is identified, the Warehouse pickup person will point out the damage to the outlet requester
7. The item(s) will then be transported to the proper warehouse building for storage. The item(s) will be placed in a staging area and the Warehouse person placing the items in the staging area will sign the storage form, add their badge number and the drop-off date. The completed form will be left attached to the item(s)
  8. After delivery to the staging area, The Inventory Control Supervisor will go to that storage location and:
    - Take pictures of the item(s)
    - Put away the item(s) in an assigned slot location
    - Log the storage information into the storage inventory log
    - Scan a copy of the fully completed storage form to the original requestor
    - Scan a copy of the fully completed storage form into Warehouse storage folder

#### **REMOVAL FROM STORAGE REQUESTS:**

9. When a department would like their item(s) pulled from storage, they must first send a request to the Inventory Control Supervisor via email. The request is simply an email to the Inventory Control Supervisor noting the items they wish to remove from storage and where the items are to be delivered to
10. The Inventory Control Supervisor will archive pull the original storage request form for the item(s) and will populate the appropriate lines in the “Removal From Storage Request” portion of the form
11. The Inventory Control Supervisor will then forward the sheet to appropriate Warehouse Management to schedule the pull from storage
12. When the item(s) are being delivered back to the outlet, the Warehouse delivery person will:
  - Inspect item(s) with the outlet requestor to ensure there was no damage during transport & note damage (if any), on the form
  - Sign the form, along with the Requester, indicate badge numbers and the delivery date
13. The Warehouse delivery person will return the completed form back to the Inventory Control Supervisor for record keeping purposes