

## **INVENTORY**

### **I. Policy Summary**

The Vision Rehabilitation Specialist (VRS) must track items received from a vendor and dispensed to clients. This ensures all adaptive aids purchased with program dollars are accounted for.

### **II. Procedures for Maintaining Inventory**

- When items are received from the supplier, the VRS must track the items received with a label that contains, at the very least, the authorization number and a description of the item.
- When the VRS is dispensing the adaptive aid, it must be recorded on an inventory log to the client and the date it was issued. Client information must be safeguarded either on a secure computer or in a locked cabinet.
- If the client returns an adaptive aid, the VRS must follow section IV of this policy.

### **III. Procedures for Ordering Client Supplies**

- If batteries need to be ordered contact the State Office.
- All other supplies must be purchased from an NDVR approved provider.

### **IV. Returned Items**

All items purchased with program funds must be accounted for.

- If the VRS receives an item returned in good working condition, the item can be re-issued to another client following the [Financial Expenditures.docx](#)
- If the VRS receives an item returned broken, or in poor condition, the VRS must track the items that are broken/unusable and send to the Vision Administrator for *Surplus Transfer*. Prior to disposing of the item, it must be approved via email approving the disposal of the items.

## **V. Existing Inventory**

- If the VRS has current inventory that will not be used, the VRS must place the item on the *30-Day Excess List*. After 30 days, if the item is unclaimed, the VRS must complete a *Surplus Transfer Request*.

## **VI. Warranty**

- If inventory items are under warranty and do not work, the VRS must contact the vendor for replacement.

## **VII. Monitoring**

Inventory tracking sheets will be reviewed during the case review process.

## **VIII. Items not required to Inventory**

- 20/20 Pens
- Bump Dots
- Batteries
- Signature Guides
- Bold-Lined Paper
- Cards
- Light Bulbs

**If you have questions, please contact the State office.**

### **Summary of Changes:**

9-2023 – Updated procedures to order supplies and the surplus transfer process.