



NUMBER 13.1

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Parts Inventory is Completely Automated and Uses No Paper Records

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Verify and document that parts inventory is completely automated and uses no paper records.

PROCEDURE: Our inventory is managed using FASTER. FASTER gives us the capability to order, receive and issue parts to work orders without needing to use paper. At the time of the order, we are able to link the purchase order to the work order so when the part arrives in the storeroom, the order is accessed electronically and receipt noted. When an order is placed, we give the vendors our work order number as our order number. Once the part is received, it is easily identified in FASTER and immediately bills it to the work order and the part is made available to the technician.

The reporting capabilities are also paperless because FASTER is able to export all reports to an Excel spreadsheet. Once the report is exported, it can be sent via e-mail as an attachment.

PREPARED BY: Amanda Smith, Automotive Parts and Materials Manager

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