

Academy Stores Policy

Introduction

The Academy is committed to organizing and managing its stores with the highest level of efficiency, recognizing their essential role in the optimal utilization of resources, their preservation, and ensuring the continuity of the educational process without waste or misuse.

In line with the Academy's commitment to governance, transparency, and institutional accountability, this policy has been developed to regulate all processes related to the receipt, storage, and issuance of resources and supplies, the inventory of fixed assets, and the handling of damaged materials. This aims to achieve optimal use of resources while safeguarding the Academy's property and assets.

First: Policy Objectives

This policy aims to:

- Organize store operations within the Academy.
- Ensure proper receipt and safe storage of resources and supplies.
- Protect resources from damage, loss, or misuse.
- Document all inventory-related transactions accurately.
- Regulate inventory and fixed asset stocktaking processes.
- Ensure safe and approved disposal of damaged or unusable resources.
- Prepare and process orders for school uniforms, notebooks, books, and learning resources in accordance with the annual inventory.

Second: Parties Responsible for Developing and Implementing the Policy

- Head of the Stores and General Maintenance Department at the Academy.

Third: Policy Approval Authority

- Chief Executive Officer (CEO)
- Academy Principal

Fourth: Policy Review Cycle

This policy shall be reviewed every three years or as needed in the event of new regulations, instructions, or organizational updates.

Fifth: General Provisions and Operating Store Procedures

The Academy is committed to implementing clear and detailed procedures to regulate the following operations:

1. Procedures for Receiving Resources and Supplies

- All resources and supplies shall be received in accordance with approved delivery and receipt orders.
- Verification of quantities and specifications against invoices, purchase orders, and official documents.
- Inspection of received items to ensure they are in good condition and suitable for use.
- Documentation of all receipt transactions in store records or approved systems.
- Immediate reporting of any shortages or damages upon receipt and taking the necessary actions.

2. Procedures for Storing Resources and Supplies

- Store resources after classification in designated areas suitable for their nature.
- Comply with occupational health, safety, and security requirements in all storage areas.
- Organize and arrange resources to ensure easy access and retrieval.
- Preventing overcrowding or improper stacking that may hinder movement or pose safety risks.
- Maintain cleanliness and proper ventilation of storage areas on a regular basis.

3. Item Data Registration

- Register all received resources and supplies in approved records and files authorized by the Head of Stores.
- Ensure that records clearly include item name, quantity, receipt date, condition, and recipient's signature.
- Update records continuously upon issuance, addition, and during semi-annual and annual inventory counts.
- Maintain accurate records and reports that reflect the actual inventory status across all stores.

4. Handling Overstocked or Unused Resources

- Identify and inventory overstocked or unused resources and prepare detailed reports on quantities and availability.
- Assess their condition and suitability for use.

- Redistribute usable resources according to departmental needs.
- Submit recommendations and reports regarding unusable resources for appropriate action.

5. Procedures for Disposal of Resources and Supplies

- Prepare official reports, meeting minutes, and formal correspondence for the disposal of unusable resources.
- Obtain official approval from the Academy Director prior to disposal.
- Ensure disposal is carried out in a safe manner that does not harm the environment or public health.
- Document all disposal procedures in approved records and files.

6. Write-Off of Damaged Resources

- Conduct physical inventory and prepare detailed periodic reports of damaged resources.
- Prepare technical reports clarifying the causes of damage.
- Obtain approval for write-off in accordance with the department's approved procedures and regulations.
- Update store records following the write-off process.

7. Classification, Inventory, and Stocktaking of Fixed Assets

- Maintain a dedicated register and file for the Academy's fixed assets.
- Classify assets according to quantity, type, location, and condition.
- Conduct periodic inventory of fixed assets twice annually (semi-annual and annual).
- Reconcile inventory results with approved records and reports.
- Address and resolve any discrepancies identified in accordance with Academy procedures.

8. Disposal of Fixed Assets

- Assess the condition of fixed assets that are no longer suitable for use.
- Prepare technical reports explaining the reasons for disposal.
- Obtain the necessary official approvals.
- Carry out disposal in accordance with approved regulations and instructions.
- Update fixed asset records following disposal.

9. Records of Issuing Resources and Supplies

- Maintain records and reports for issuing resources and supplies.
- Document issuance transactions using approved departmental forms.
- Ensuring resources are issued based on officially approved and signed requests from the parties concerned and the Head of Stores.
- Monitor issuance processes through the approval and signature of the Head of Stores on all issue vouchers to ensure optimal use of Academy resources.
- Periodically review records, files, and reports by the Head of Stores to ensure accuracy and compliance.

Head of Stores and General Maintenance at Academy