
CNS INVENTORY PROCEDURE (CNS-P006)

DCSS – Child Nutrition Services

1.0 SCOPE:

- 1.1 This procedure applies to inventory for Child Nutrition Services.

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2.0 RESPONSIBILITY:

- 2.1 Director of Child Nutrition Services
- 2.2 Senior Lead Supervisor
- 2.3 Site Supervisor
- 2.4 Inventory Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Child Nutrition Services

4.0 DEFINITIONS:

- 4.1 GEMS – Government e-Management Solutions
- 4.2 V-Boss – Module in Horizon software

5.0 PROCEDURE:

- 5.1 A physical inventory must be taken at all locations on the last working day of the month.
 - 5.1.1 All supplies on hand must be counted and recorded on the worksheet.
 - 5.1.2 All information must be entered on last working day of the month from the worksheet into Horizon (V-Boss).
 - 5.1.3 Once information has been entered into V-Boss, original worksheets are then submitted to the CNS Inventory Clerk.
- 5.2 The CNS Clerk will print a report for each location of what's entered into V-Boss. The report will be compared to the handwritten worksheet to identify discrepancies.
 - 5.2.1 When discrepancies are noted, the CNS Clerk will make corrections in V-Boss and print out a report.
 - 5.2.2 When all twenty-seven (27) sites are completed, the CNS Accountant will run reports.
 - 5.2.2.1 Journal entries are posted to GEMS and food cost is adjusted accordingly by the CNS Accountant.
- 5.3 There are five working days after the end of the month to complete this process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Worksheets
- 6.2 Reports

7.0 RECORD RETENTION TABLE:

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Identification	Storage	Retention	Protection	Disposition
Worksheets	Hard Copy in CNS	Minimum of Five (5) Years	Maintained in a secure area	Discard as desired
Reports	Hard Copy in CNS	Minimum of Five (5) Years	Maintained in a secure area	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
28-Nov-05	A	Initial Release
21-Nov-06	B	Change in section 5.1.2
23-Feb-09	C	Changed title from Coordinator to Director in section 2.1 and 3.1. Added Senior Lead Supervisor in 2.2. Site Supervisor changed to section 2.3. Added Inventory Clerk to section 2.4. Added Inventory to title in section 5.1.3.

***** End of Procedure *****