

V. TRANSPORTATION SERVICES BRANCH

V.7. INVENTORY CONTROL SYSTEM

The Inventory Control System for Transportation Services Branch (TSB) documents the supply of fuels stored in tanks and parts and materials stored in storerooms. Form TVA 9378, TSB Inventory Control System Daily Balance and Control Sheet, is a batch cover sheet prepared at the various offices, garages, and airports in TSB. This form gives instructions to data entry operators in the branch office for keying information used for inventory control into the mainframe. The Division of Management Systems manages the mainframe and they have been instructed to maintain the information on this computer tape for five years.

Each week the branch office receives a printout listing the transactions keyed that week. A copy of the applicable portion of the printout is sent to the garage or office the information pertains to for their use.

Attached to the forms TVA 9378 are various forms which indicate transactions that make changes in the inventory. The forms TVA 9378 are filed by location and date. The forms that are attached to the forms TVA 9378 are listed below. Other copies of some of the attached forms are maintained elsewhere in the branch as different series of records and those copies are scheduled separately.

ATTACHED AND INCLUDED PAPERS

Form TVA 9378, Inventory Control System Daily Balance & Control Sheet
9368, Adjustment to On Hand Quantity
4421, Field Purchase Order and Invoice
9382, Fuel, Oil and Antifreeze Issues
9381, Fuel, Oil and Antifreeze Issues
9352, Material Issues
9375, New Item Entry and Miscellaneous Item Update
9369, Order Cancellation or Adjustment
Physical Inventory List
9640 or 9981, Purchase Contract
201, Purchase Requisition
209, Receiving Report
9625, Request for Delivery of Materials under Contract
(Order Information only)
9625, Request for Delivery of Materials under Contract
(Receipt Information only)
9370, Return to Stock
144, Shipping Ticket
575, Storeroom Requisition
Non-Inventory Documents

DISPOSITION

1. Paper - Dispose of when 6 months old.
2. Computer Printout - Dispose of when 2 years old.
3. Computer Tape - The Division of Management Systems should maintain for 5 years, then erase and reuse.