

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-54

Effective Date: 02/08/2007

Revision Date: \_\_\_\_\_

*C. D. [Signature]*  
County Administrator

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SUBJECT: **CATALOG CHANGE REQUEST**

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DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

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## I. STATEMENT

When a new item is to be stocked in a storeroom by a Department or a new stock code number is required for any other reason, it must first be entered into the Master Catalog by using a Catalog Change Request – New Catalog Item.

When information about an item in the Catalog needs to be changed, a Catalog Change Request – Change Catalog Information must be used.

## II. PROCEDURE

### A. Adding a New Stock Code to the Catalog

1. A Change Request must be completed to add a new stock code to the Catalog. The Type must be CATALOG, the Class must be STOCK, and the Record Type must be CATALOG.
2. The Approval Route is to have an authorized signer from the initiating Department and then it is to go to the group overseeing the catalog.
3. Under Views, the Catalog Change Request item is to be selected.

4. In the Update Option field, Add New Catalog Information is to be selected.
5. Complete as many fields as possible.
6. If the item is to go directly to a particular storeroom, add the storeroom number in the Storeroom field and complete the Stores Reorder fields.
7. The Catalog Oversight Group will research the item to determine that it is not currently in the Catalog, at which point, the Apply Changes action will be taken.
8. The Buyer will be notified regarding the item's stock code so that the Blanket Contract Picklist can be properly updated.

**B. Modify a Stock Code's Information**

1. **The Change Request Header** is to be completed in the same manner as for a new catalog item. However, in the Update Option field, Change Catalog Information is to be selected.
2. On the left side of the screen the current catalog information is displayed. On the right side of the screen, each of the displayed fields is blank.
3. Enter any changes in the blank fields and change the Status of the Change Request to Pending Approval.
4. The Catalog Oversight Group will be responsible for clicking on Apply Changes to modify the Catalog Stock information.

**III. OFFICE OF PRIMARY RESPONSIBILITY**

Each Operational Department is responsible for the addition of new catalog items.

**IV. REFERRAL PROCEDURE**

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-54, CATALOG CHANGE REQUEST.