

**Procedures to review the allocation of resources.**

Once resources have been allocated out to all departments the manager must review if the resources are needed and being used effectively.

Managers are to:

* Apply a tracking number for each allocation.
* Check against requisition forms and current stocktakes.
* Report any missing resources.
* Return any over supply of resources back to the warehouse.
* Supply a reversal receipt to the department from which the stock was retrieved from.
* Check with Finance manager regarding the reallocation of funds from the returned items.

All documentation must be kept on the google drive.

Stocktake completed weekly regarding tracking numbers to allocated resources.

Monthly reports to be completed and emailed to the finance manager no later than 5pm last business day of the month.