

REPLY AND IMPLEMENTATION SUMMARY
FOLLOW-UP REVIEW OF PROCEDURES RELATED TO INVENTORY OBSERVATION – FY 2004

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	COMMENTS
1	We recommend that the Sign Shop further improve and document in writing its inventory procedures as well as its purchasing and payment approval procedures.	Concur without Reservation	Partially Implemented	March 2005	Purchasing has begun to stock Sign Shop materials through City Stores. These materials will be distributed to the Sign Shop upon requisition. The Sign Shop is drawing down its existing inventories. The Sign Shop plans to put in writing its procedures for accessing materials and for performing its annual inventory.