

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Perpetual Inventory Record Keeping Policy #: 6.6

Prepared by: Susan Hamel, Pharmacist Revision #:

Approved by: Board of Directors

Effective Date: 07/21/2016

6.6 Perpetual Inventory Record Keeping

OBJECTIVE: To provide a record keeping system that will provide a daily total of inventory on hand in the Good Samaritan Health & Wellness Center Pharmacy

POLICY:

1. The GSHWC pharmacy may maintain its inventory of formulary drugs in the pharmacy computer by balance of units on hand and by cost per unit if permitted by the current software program.
2. At least one annual physical inventory will be conducted near but not after the end of each fiscal year.