Bristol Hackspace

Consumable Stock Procedure

V0.1 Draft

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Objective

To maintain a small stock of agreed consumables for reasonable free use by members.

Reasonable use

Limit value used to a maximum value of 10% of a members contribution per month.
To contribute time to Hackspace maintenance to help with the effort required to maintain the system

Consumables List

A table will be maintained on thee wiki listing
Items
Woking stock location
reserve stock location
cost per unit
pointer to a wiki page with more information about the item

With the wide range of Hackspace activities the table might become toll long so may be split, but splitting should be done by agreement rather than on an ad-hock basis by individuals.

Detailed page will include

Recommended supplier
minimum stock level
re-order quantity
Typical value

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List amendments

Either
Use the medium purchase procedure will be used to add or delete items form the stock list.
Or
A accept a proposal to amend the list at a members meeting.

Location Labelling

Physical Stock locations will be labelled with the stock name used in the list. Reserve stocks will be clearly identified.
If possible working stocks will include the approximate value of the item.

Consumable replenishment

Routine

Stocks will be checked at quarterly maintenance sessions.
All consumables below 50% of the stock level will be re-ordered.

Emergency

If a member reduces an item to the minimum stock level, or finds an item at the minimum level, they should purchase the re-order level and any items below 50% stock level from the same supplier.

Purchase Control

A spreadsheet will be maintained on hackspace google docs with a link on the wiki.
> The spreadsheet will include a form to allow input of an order record.
> The spreadsheet should ideally prevent edition existing records.
> The spreadsheet will include a running total of spend
> The spreadsheet will include the following information
>> Date
>> Purchasers name
>> Item name - this should be exactly the same as in the consumables list, the only
>> Quantity exception being any delivery charge for the order
>> sequential order number
>> Supplier
>> Cost inclusive of VAT if charged.

> The spreadsheet should subtract costs form the budget and show the remaining budget.
Anyone purchasing consumables must add the order details to the spreadsheet before placing the order.
The purchase will not need further authorisation if it follows the re-stock rules and it does not reduce the budget below zero.

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Reclaiming Expenses

Use the Botlab Expense Claim form referring to the

Budget Control

The Treasurer will add budget to the spreadsheet as appropriate.

Recommendation 10% of income per month.

The Treasurer may suspend consumable purchases by
    Reducing the budget value in the spreadsheet to -1
    Adding a clear status note to the Consumables purchase page on the wiki
    sending an email to the hackspace official notices list.

Members responsibilities

obtain access to edit the Wiki and enter items to he spreadsheet.
Become familiar whit the consumable purchase procedure
Keep consumables tidy
Attend at least one Hackspace Maintenance day per year.