

TELEPHONE SET INVENTORY CONTROL PLAN

1. GENERAL

1.01 This Section provides for daily control and accountability for telephone sets in all storeroom locations. This includes storerooms supervised by Materials Management, Corporate Communications or Public Services.

1.02 This Section is reissued to:

(a) Change Section name from Storeroom Inventory Control Plan to Telephone Set Inventory Control Plan.

(b) Revise Form SW-6293, Telephone Set Inventory Control Summary.

(c) Include instructions on the preparation of Form SW-6293 for locations where the Management Inventory Information System (MIIS) is in place.

(d) Delete references to Business Customer Services, Residence and Public Services, Phone Center Stores, Bell Phone Booths and Phone Pick-Up/Service Points.

(e) Include references to Corporate Communications and Public Services.

(f) Cancel Addendum 742-011-904SW, Issue A, July, 1981.

1.03 The purpose of this plan is:

(a) To control telephone set losses and to furnish a better determination of the causes of such losses.

(b) To provide a current and complete record of telephone sets in the hands of employees responsible for storeroom operations.

(c) To make current data available for controlling stocks and inventory turnover.

(d) To provide a method for calculating days stock of telephone sets in storerooms.

2. PREPARATION AND USE OF FORM SW-6293
"TELEPHONE SET INVENTORY CONTROL
SUMMARY" (EXHIBIT 1)

2.01 This form is to be used in all storerooms to record all inward and outward telephone set activity. It provides a readily available record of all activity and is a useful management tool for determining where telephone set losses are occurring.

2.02 Preparation of Form SW-6293 at locations where Management Inventory Information System (MIIS) is not in place.

Month - Enter month of current report.

Year - Enter current year.

NOTICE

Not for use or disclosure outside the
Southwestern Bell Telephone Company
except under written agreement.

Date - Enter each date in space provided at top of columns that the storeroom is open or set activity occurs.

NOTE: Start each month on a new Form SW-6293 with the first day of activity recorded in the first column. (See Exhibit 2 for typical entries)

INWARD MOVEMENT

Sets To Be Accounted For

Line 1: Inventory - Beginning of Period
Form SW-6293, Line 12 for previous day or period or first day's stock for a new storeroom.

Line 2: Sets Received From Corporate Warehouse
Represents quantity received from the Corporate Warehouse either directly or through intermediate stocking locations.

Line 3: Sets Returned From Technicians
This is the number of sets returned to the storeroom by telephone set handling technicians. Include returns picked up by employees or a contract carrier.

Quantities must agree with totals on Forms SW-6168 Want Ticket, or similar local forms and SW-6134, Installation and Repair Forces Log and Telephone Set Activity Record. (See Exhibit 3).

Line 4: Sets Transferred From Other Storerooms
This is the number of telephone sets transferred in from other storerooms on SW-6168, Want Tickets or similar local forms.

NOTE: At this time, Southwestern Bell does not maintain District accountability records on telephone sets, therefore FA Form SN-65, Material Transfer Report, is required only on transfers of telephone sets from one Section (formerly Area) or State to another within the Company.

Line 5: Total Sets To Be Accounted For
This is the sum of lines 1 through 4.

OUTWARD MOVEMENT

Disposition of Sets

Line 6: Sets Returned To Corporate Warehouse
This is the number of sets returned to the Corporate Warehouse for repair, credit or disposition. Sets should be carefully counted and correctly recorded on the Return Ticket, Form SW-6913.

When the confirming SW-6913 is received and the number of sets is in agreement, place a check (✓) above the sets returned space. If the number is not in agreement, draw a diagonal line through the original entry and enter the number shown on the confirming SW-6913 in the space above. This

will require changes in Lines 6, 10, 11 and 13 on the date returns were originally recorded on the SW-6293. Actual inventory would not be affected, therefore, the figure carried forward to Line 1 for the next day would not be affected. Line 13 figures are adjusted at the end of the month (See Line 14 instructions).

Line 7: Sets Issued To Technicians
Record the number of sets issued to telephone set handling technicians. Quantities must agree with totals on Forms SW-6168 Want Ticket, or similar local forms and SW-6134, Installation and Repair Forces Log and Telephone Set Activity Record.

Line 8: Sets Transferred to Other Storerooms
This is the number of telephone sets transferred to storerooms on SW-6168, Want Tickets or similar local forms.

NOTE: At this time, Southwestern Bell does not maintain District accountability records on telephone sets, therefore, FA Form SN-65, Material Transfer Reports, are required only on transfers of telephone sets from one Section (formerly Area) or State to another within the Company.

Line 9: Sets Lost, Destroyed And Stolen (FA Form SW-6312 Required)
Include all sets lost, destroyed or stolen from storeroom stock.

These must be reported on FA Form SW-6312. "Destroyed" sets are those that are completely destroyed by fire and the base is not returned. Do not include sets damaged by fire where the base is returned.

Line 10: Total Set Disposition

Sum of Lines 6 through 9.

Line 11: Computed Inventory

Line 5 minus Line 10.

Line 12: Actual Inventory

This is the actual count of sets on hand at the end of the day. The supervisor should verify this count at least weekly. This figure shall be carried forward and recorded on Line 1 of the next day.

Line 13: Difference To Be Investigated

Line 11 minus Line 12.

1. A positive number indicates a shortage. (Actual inventory is less than the computed inventory.)
2. A negative number indicates an overage. (Actual inventory is more than the computed inventory.)
3. Shortages or overages must be investigated without delay.
4. Recommended Reconciliation Steps:
 - A. Recheck arithmetic calculations.
 - B. Make another actual set count.

- C. Recheck inward shipment documents recorded on Line 2.
- D. Recheck all outward shipment documents recorded on Line 6.
- E. Recheck other return documents recorded on Lines 3 and 4.
- F. Recheck all documents pertaining to issuing sets recorded on Lines 7 and 8.
- G. Recheck documents pertaining to Line 9.

All differences that cannot be reconciled must be recorded on Line 13 as either positive or negative numbers. FA Form SW-6312 will be prepared, if needed, at the end of each month.

Line 14: Adjustment Covered By FA Form SW-6312 (End of Month)

Telephone set differences shall be adjusted only at the end of each month by the use of FA Form SW-6312, Salvage and Retirement Report. All positive and negative figures on Line 13 for the entire month must be combined to arrive at one adjustment figure. Enter the report number from FA Form SW-6312 on Form SW-6293.

NOTE: FA Form SW-6312 must be approved by a supervisor. Prepare FA Form SW-6312 in accordance with Section 741-001-903SW and enter the specific telephone sets by type (if known) for an overage or shortage. When the specific telephone set type is unknown, enter the following statement in the block headed REASON FOR REPORT:

(Show Only One Reason on a Report):

Adjustment due to inventory shortage (or overage) on Form SW-6293. Specific type of telephone set is unknown.

2.03 Preparation of Form SW-6293 at locations where Management Inventory Information System (MIIS) is in place.

- Month - Enter month of current report.
- Year - Enter current year.
- Date - Enter each date in space provided at top of columns that the storeroom is open or set activity occurs.

NOTE: Start each month on a new Form SW-6293 with the first day of activity recorded in the first column. (See Exhibit 2 for typical entries)

NOTE 2: Lines 2, 3 and 7 of Form SW-6293 are completed using MIIS Weekly Activity Report. This report is generated in accordance with the instructions on pages 27-33, Section VI of the MIIS User Manual. The report parameters should be:

- Sequence - enter "CLASS"
- Delimiter - enter two delimiters: For the first delimiter, enter AA-CF (telephone set investment classes). For the second delimiter, enter the previous business day's date in MM/DD/YY format.

See Exhibit 4 - MIIS Weekly Activity Report and Exhibit 5 - typical entries on SW-6293 using the MIIS Weekly Activity Report.

INWARD MOVEMENT

Sets To Be Accounted For

Line 1: Inventory - Beginning Of Period
Form SW-6293, Line 12 for previous day or period or first day's stock for a new storeroom.

Line 2: Sets Received From Corporate Warehouse
The grand total in the "REC" column (receipts) of the MIIS Weekly Activity Report is placed on Line 2. This total includes Line 4 (Sets Transferred From Other Storerooms).

Line 3: Sets Returned From Technicians
The grand total in the "Turn" column (turnaround) of the MIIS Weekly Activity Report is placed on Line 3. Quantities must agree with totals on Forms SW-6168 Want Ticket, or similar local forms and SW-6134, Installation and Repair Forces Log and Telephone Set Activity Record.

Line 4: Sets Transferred From Other Storerooms
No entry is made. Total is included on Line 2 of this report.

NOTE: At this time, Southwestern Bell does not maintain District accountability records on telephone sets, therefore FA Form SN-65, Material Transfer Reports, is required only on transfers of telephone sets from one Section (formerly Area) or State to another within the Company.

Line 5: Total Sets To Be Accounted For
This is the sum of lines 1 through 4.

OUTWARD MOVEMENT

Disposition of Sets

Line 6: Sets Returned To Corporate Warehouse
This is the number of sets returned to the Corporate Warehouse for repair, credit or disposition. Sets should be carefully counted and correctly recorded on the Return Ticket, Form SW-6913. When the confirming SW-6913 is received and the number of sets is in agreement, place a check (✓) above the sets returned space. If the number is not in agreement, draw a diagonal line through the original entry and enter the number shown on the confirming SW-6913 in the space above. This will require changes in Lines 6, 10, 11 and 13 on the date returns were originally recorded on the SW-6293. Actual inventory would not be affected, therefore, the figure carried forward to Line 1 for the next day would not be affected. Line 13 figures are adjusted at the end of the month (See Line 14 instructions).

Line 7: Sets Issued to Technicians
The grand total in the "SHIP" column (shipments) of the MIIS Weekly Activity Report is placed on Line 7. This total includes Line 8 (Sets Transferred to other storerooms). Quantities must agree with totals on Forms SW-6168 Want Ticket, or similar local forms and SW-6134, Installation and Repair Forces Log and Telephone Set Activity Record.

NOTE: If overstock telephone sets are removed from shelf stock for return to the Corporate Warehouse, the number of such overstock sets must be subtracted from the grand total in the "SHIP" column. That result would then be placed on Line 7.

Line 8: No entry is made. Total is included on Line 7 of this report.

NOTE: At this time, Southwestern Bell does not maintain District accountability records on telephone sets, therefore FA Form SN-65, Material Transfer Reports, are required only on transfers of telephone sets from one Section (formerly Area) or State to another within the Company.

Line 9: Sets Lost, Destroyed And Stolen (FA Form SW-6312)
Include all sets lost, destroyed or stolen from storeroom stock. These must be reported on FA Form SW-6312. "Destroyed" sets are those that are completely destroyed by fire and the base is not returned. Do not include sets damaged by fire where the base is returned.

Line 10: Total Set Disposition
Sum of Lines 6 through 9.

Line 11: Computed Inventory
Line 5 minus Line 10.

Line 12: Actual Inventory
This is the actual count of sets on hand at the end of the day. The supervisor should verify this count at least weekly. This figure shall be carried forward and recorded on Line 1 of the next day.

Line 13: Difference To Be Investigated
Line 11 minus Line 12.

1. A positive number indicates a shortage. (Actual inventory is less than the computed inventory.)
2. A negative number indicates an overage. (Actual inventory is more than the computed inventory.)
3. Shortages or overages must be investigated without delay.
4. Recommended Reconciliation Steps:
 - A. Recheck arithmetic calculations.
 - B. Make another actual set count.
 - C. Recheck inward shipment documents recorded on Line 2.
 - D. Recheck all outward shipment documents recorded on Line 6.
 - E. Recheck other return documents recorded on Line 3.
 - F. Recheck all documents pertaining to issuing sets recorded on Lines 7 and 8.
 - G. Recheck documents pertaining to Line 9.

All differences that cannot be reconciled must be recorded on Line 13 as either positive or negative numbers. FA Form SW-6312 will be prepared, if needed, at the end of each month.

Line 14: Adjustment Covered By FA Form SW-6312 (End of Month)

Telephone set differences shall be adjusted only at the end of each month by the use of FA Form SW-6312, Salvage and Retirement Report. All positive and negative figures on Line 13 for the entire month must be combined to arrive at one adjustment figure. Enter the report number from FA Form SW-6312 on Form SW-6293.

NOTE: FA Form SW-6312 must be approved by a supervisor. Prepare FA Form SW-6312 in accordance with Section 741-001-903SW and enter the specific telephone sets by type (if known) for an overage or shortage. When the specific telephone set type is unknown enter the following statement in the block headed REASON FOR REPORT: (Show Only One Reason on a Report): Adjustment due to inventory shortage (or overage) on Form SW-6293. Specific type of telephone set is unknown.

ADDITIONAL
INFORMATION:

The total number of sets counted each day can be compared with an investment report run either before or after all balance affecting activity has been entered.

Discrepancies between the actual physical balance and the balance shown on the MIIS investment report for telephone set classes should be investigated and their causes determined. Items in question should be recounted at the close of the work day, and balance adjustments entered to reconcile the computer balance with the shelf balance.

Under no circumstances is the balance shown on the investment report to be used to complete the SW-6293. Sets must be counted daily. Having MIIS in place does not override the physical inventory of sets.

2.04 Data Sets - Listed On Appendix 1

Data sets that are classified as talking sets, as listed in Appendix 1 must be recorded on Form SW-6293 in the same manner as telephone sets. Special Services locations must maintain Form SW-6293 records for all Data Sets classified as talking sets, as well as telephone sets.

2.05 In addition to the telephone set accountability provisions of Form SW-6293 it can also be used to readily calculate the average days stock carried in the storeroom to support daily usage demands. (See Exhibit 6).

AVERAGE DAYS STOCK CALCULATION

1. Add all entries on Line 1 for the period under study, usually one month.

Divide by the number of entries to arrive at the AVERAGE TOTAL STOCK ON HAND.

$$\frac{\text{TOTAL LINE 1's}}{\text{NUMBER OF DAYS}} = \text{AVERAGE TOTAL STOCK ON HAND}$$

2. Add all entries on Lines 7 and 8 for the same period studied, as in 1 above. This is the Total Usage for the period. Divide by the number of days the store-room was in normal operation to arrive at the AVERAGE DAILY USAGE. Do not count Saturdays or Sundays in the total usage or days of operation unless there is usage of normal proportions on these days.

$$\frac{\text{TOTAL USAGE}}{\text{DAYS OF OPERATION}} = \text{AVERAGE DAILY USAGE}$$

3. Calculate the AVERAGE DAYS STOCK by dividing the AVERAGE TOTAL STOCK ON

HAND by the AVERAGE DAILY USAGE.

$$\frac{\text{AVERAGE TOTAL STOCK ON HAND}}{\text{AVERAGE DAILY USAGE}} = \text{AVERAGE DAYS STOCK ON HAND}$$



Form SW-6293
(REV. 1-84)

TELEPHONE SET INVENTORY CONTROL SUMMARY

Retain 1 year, until _____
742-011-9048W

MONTH _____ YEAR _____

STORE ROOM ADDRESS _____ LOCATION _____ DISTRICT _____

INWARD MOVEMENT SETS TO BE ACCOUNTED FOR		DATE												TOTAL	
1	INVENTORY — BEGINNING OF PERIOD														
2	SETS RECEIVED FROM CORPORATE WAREHOUSE														
3	SETS RETURNED FROM TECHNICIANS														
4	SETS TRANSFERRED FROM OTHER STOREROOMS														
5	TOTAL SETS TO BE ACCOUNTED FOR														

OUTWARD MOVEMENT DISPOSITION OF SETS															
6	SETS RETURNED TO CORPORATE WAREHOUSE														
7	SETS ISSUED TO TECHNICIANS														
8	SETS TRANSFERRED TO OTHER STOREROOMS														
9	SETS LOST, STOLEN OR DESTROYED FROM STOREROOM STOCK (FA Form SW-6312 REQUIRED)														
10	TOTAL SET DISPOSITION														

11	COMPUTED INVENTORY (L5 MINUS L10)														
12	ACTUAL INVENTORY (CARRY FORWARD TO LINE 1)														
13	* DIFFERENCE TO BE INVESTIGATED (L11 MINUS L12)														
14	ADJUSTMENT COVERED BY FA Form SW-6312 (END OF MONTH)														

EMPLOYEE PREPARING REPORT

DATE (E.O.M.)

* POSITIVE FIGURE = SHORTAGE
NEGATIVE FIGURE = OVERAGE

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EXHIBIT 1
FORM SW-6293

SECTION 742-011-9048W



Form SW-6293
(REV. 1-84)

TELEPHONE SET INVENTORY CONTROL SUMMARY

Retain 1 year, until 3/31/82
742011-9045W

MONTH MARCH YEAR 1981

STORE ROOM ADDRESS 3152 COLONATE LOCATION DALLAS, TEXAS DISTRICT MAINTENANCE MANAGEMENT

INWARD MOVEMENT SETS TO BE ACCOUNTED FOR	DATE																TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1 INVENTORY - BEGINNING OF PERIOD	430	430	424	436	430	436	414	414	414	425	439	438	424	423	423	423	
2 SETS RECEIVED FROM CORPORATE WAREHOUSE	S	70	50	40	50	60	S	S	65	50	60	40	50	S	S	55	
3 SETS RETURNED FROM TECHNICIANS	U	22	34	30	26	31	A	U	36	30	34	22	32	A	U	32	
4 SETS TRANSFERRED FROM OTHER STOREROOMS	N	20	3	35	28	22	T	N	30	23	1	32	26	T	N	20	
5 TOTAL SETS TO BE ACCOUNTED FOR		542	516	541	534	549			545	528	534	532	537			530	

OUTWARD MOVEMENT DISPOSITION OF SETS																	
6 SETS RETURNED TO CORPORATE WAREHOUSE		✓	✓	✓	✓	✓				✓	✓	✓	✓			✓	
7 SETS ISSUED TO TECHNICIANS		45	32	42	56	65			58	60	36	41	50	39		43	
8 SETS TRANSFERRED TO OTHER STOREROOMS		35	21	32	22	40			30	26	25	32	41			25	
9 SETS LOST, STOLEN OR DESTROYED FROM STOREROOM STOCK (FA Form SW-6312 REQUIRED)		38	26	40	20	30			29	27	30	21	33			28	
10 TOTAL SET DISPOSITION		-	-	-	-	-			-	-	-	-	-			-	
10 TOTAL SET DISPOSITION		118	79	114	98	135			144	89	96	103	113			96	

11 COMPUTED INVENTORY (L5 MINUS L10)		424	437	427	436	414			432	434	438	429	424			434	
12 ACTUAL INVENTORY (CARRY FORWARD TO LINE 1)		424	436	430	436	414			425	437	438	429	423			434	
13 DIFFERENCE TO BE INVESTIGATED (L11 MINUS L12)		0	1	-3	0	0			3	0	0	0	1			0	
14 ADJUSTMENT COVERED BY FA Form SW-6312 (END OF MONTH)	✓																

Annie Ramatewski
EMPLOYEE PREPARING REPORT

03-31-81
DATE (E.O.M.)

* POSITIVE FIGURE = SHORTAGE
NEGATIVE FIGURE = OVERAGE

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PREPARED FORM SW-6293

EXHIBIT 2



Form SW-6293
(REV. 1-84)

TELEPHONE SET INVENTORY CONTROL SUMMARY

Retain 1 year, until 3/31/82
742-011-9045W

MONTH MARCH YEAR 1981

STORE ROOM ADDRESS 3152 COLGATE LOCATION DALLAS, TEXAS DISTRICT MATERIALS MANAGEMENT

INWARD MOVEMENT SETS TO BE ACCOUNTED FOR	DATE															TOTAL
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1 INVENTORY - BEGINNING OF PERIOD	434	414	411	437	429	429	429	420	409	406	426	423	423	423	437	13178
2 SETS RECEIVED FROM CORPORATE WAREHOUSE	40	60	70	50	S	S	60	55	40	60	50	S	S	68	43	
3 SETS RETURNED FROM TECHNICIANS	36	39	20	24	A	U	21	31	38	31	19	A	U	24	25	
4 SETS TRANSFERRED FROM OTHER STOREROOMS	27	20	23	28	T.	N.	11	12	32	29	18	T.	N.	20	32	
5 TOTAL SETS TO BE ACCOUNTED FOR	537	533	524	539			521	518	509	526	513			535	537	

OUTWARD MOVEMENT DISPOSITION OF SETS																TOTAL
6 SETS RETURNED TO CORPORATE WAREHOUSE	✓	✓	✓	✓			✓	✓	✓	✓	✓			✓	✓	
7 SETS ISSUED TO TECHNICIANS	63	58	37	43			38	51	65	43	50			38	32	635
8 SETS TRANSFERRED TO OTHER STOREROOMS	27	38	28	37			34	25	23	29	19			28	18	614
9 SETS LOST, STOLEN OR DESTROYED FROM STOREROOM STOCK (FA Form SW-8312 REQUIRED)	33	26	22	30			29	33	18	28	21			32	20	
10 TOTAL SET DISPOSITION	-	-	-	-			-	-	-	-	-			-	-	
10 TOTAL SET DISPOSITION	123	122	87	110			101	109	106	100	90			98	70	

11 COMPUTED INVENTORY (L5 MINUS L10)	414	411	437	429			420	409	403	426	423			437	467	
12 ACTUAL INVENTORY (CARRY FORWARD TO LINE 1)	414	411	437	429			420	409	406	426	423			437	467	
13 * DIFFERENCE TO BE INVESTIGATED (L11 MINUS L12)	0	0	0	0			0	0	-3	0	0			0	0	-1
14 ADJUSTMENT COVERED BY FA Form SW-6312 (END OF MONTH)																

FA Form SW-6312 Report No. 78427
(1 SET OVER) A.R.

Annie Ramatowski
EMPLOYEE PREPARING REPORT

03-31-81
DATE (E.O.M.)

* POSITIVE FIGURE = SHORTAGE
NEGATIVE FIGURE = OVERAGE

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PREPARED FORM 6293

EXHIBIT 2 (Cont'd)

SECTION 742-011-9045W

EXHIBIT 3

FORM SW-6134



742-011-914SW

**INSTALLATION AND REPAIR FORCES
LOG AND TELEPHONE SET
ACTIVITY RECORD**

SW-6134A
(Rev. 9-80)

EMPLOYEE'S
NAME _____

A TELEPHONE SETS ON HAND FROM PRECEDING REPORT														
B TELEPHONE SETS RECEIVED FROM STOREROOM														
JOB NO.	CURRENT ACTIVITY			TOTAL CXM MINUTES		TIME ORDER COMP	NEXT ORDER	APPT NOT MET CODE	TOTAL INWARD TELS	REPORT NUMBER TELEPHONE SETS				
	ORDER NUMBER	TELEPHONE NUMBER	PLANT SER. ORD. NO. MAN'S NAME ETC.	EST	ACT					LOST & FOUND	C PREPARE SW-5311A	D RECON-NECTED	E LEFT-IN	F REMOVED
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14	TOTAL			XX		XX	XX			XX				
VEHICLE NO. _____						H. TOTAL SETS TO BE ACCOUNTED FOR (LINE A + B + 14, COLUMN F)								
CREW NO. _____						J. TOTAL TELEPHONE SETS USED (LINE 14, COLUMN G)								
WORK CENTER OR STOCK LOC. AREA NO. _____						K. TELEPHONE SETS RETURNED TO STOREROOM								
						L. TELEPHONE SETS ON HAND END OF PERIOD (LINE H - J - K)								
										PERIOD ENDING				

EMPLOYEE'S SIGNATURE AND TITLE _____

DATE // /

SPEEDSET © MOORE BUSINESS FORMS, INC., 26

OCT 16 1981

EXHIBIT 4

(MIIS WEEKLY ACTIVITY REPORT)

EXHIBIT 4

**MIIS WEEKLY ACTIVITY
FOR 10/03/83 ONLY**

LOCATION 8200 WICHITA TCS

REPORT DATE 10/04/83 PAGE 18

INVESTMENT CLASS CD 05 COIN TEL SETS TOUCH TONE

DESCRIPTION	ITEM NUMBER	***** ACTIVITY *****					
		DMD	SHIP	SHORT	REC	TURN	ADJ
SET TEL CN 1D1 3	12029	2	2	0	0	0	0
SET TEL CN 1D2 3 W/LA	65934	2	0	2	0	0	0
TOTAL FOR CLASS CD		4	2	2	0	0	0
TOTAL FOR C		13	6	7	0	0	0
GRAND TOTAL		105	92	16	55	47	4-
TOTAL ITEMS WITH ACTIVITY	58						



Form SW-6293
(REV. 1-84)

TELEPHONE SET INVENTORY CONTROL SUMMARY

Retain 1 year, until 10-31-84
742-011-9045W

MONTH OCTOBER YEAR 1983

STORE ROOM ADDRESS 615 TESMCRE LOCATION ST. PETERS, MO. DISTRICT MATERIALS MANAGEMENT

INWARD MOVEMENT SETS TO BE ACCOUNTED FOR		DATE																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	TOTAL
1	INVENTORY — BEGINNING OF PERIOD	430	430	430	368													
2	SETS RECEIVED FROM CORPORATE WAREHOUSE	S	S	55														
3	SETS RETURNED FROM TECHNICIANS	A	U	47														
4	SETS TRANSFERRED FROM OTHER STOREROOMS	T.	N.	-														
5	TOTAL SETS TO BE ACCOUNTED FOR			532														

OUTWARD MOVEMENT DISPOSITION OF SETS																		
6	SETS RETURNED TO CORPORATE WAREHOUSE			72														
7	SETS ISSUED TO TECHNICIANS			92														
8	SETS TRANSFERRED TO OTHER STOREROOMS			-														
9	SETS LOST, STOLEN OR DESTROYED FROM STOREROOM STOCK (FA Form SW-6312 REQUIRED)			-														
10	TOTAL SET DISPOSITION			164														

11	COMPUTED INVENTORY (L5 MINUS L10)			368														
12	ACTUAL INVENTORY (CARRY FORWARD TO LINE 1)			368														
13	* DIFFERENCE TO BE INVESTIGATED (L11 MINUS L12)			0														
14	ADJUSTMENT COVERED BY FA Form SW-6312 (END OF MONTH)	↓	↓															

Mary Lee Ramotowski
EMPLOYEE PREPARING REPORT

10-31-83
DATE (E.O.M.)

* POSITIVE FIGURE = SHORTAGE
NEGATIVE FIGURE = OVERAGE

EXHIBIT 6

AVERAGE DAYS STOCK CALCULATION

Exhibit 6

Data for this Exhibit was obtained from Exhibit 2.

1. $\frac{\text{TOTAL LINE 1's}}{\text{NUMBER OF DAYS}} = \text{AVERAGE TOTAL STOCK ON HAND}$

$$\frac{13178}{31} = 425$$

2. $\frac{\text{TOTAL USAGE}}{\text{DAYS OF OPERATION}} = \text{AVERAGE DAILY USAGE}$

$$\frac{1249}{22} = 57$$

3. $\frac{\text{AVERAGE TOTAL STOCK ON HAND}}{\text{AVERAGE DAILY USAGE}} = \text{AVERAGE DAYS STOCK ON HAND}$

$$\frac{425}{57} = 7.5$$