

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 6400 – Property Management
Chapter 6420 – Stores and Cupboard Stock Management**

Amendment: 6400-2002-1

Effective date: August 29, 2002

Duration: This amendment is effective until superseded or removed.

Approved by: Marian P. Connolly, Service-Wide Directive Manager

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Responsible Staff:

Last Change:

Superseded Document(s): 6400 Contents, Amendment 6400-92-1, May 28, 1992; 6400 Zero Code Contents, Amendment 6400-97-1, January 21, 1997; 6400 Zero Code, Amendment 6400-97-2, January 21, 1997; 6410 Contents, Amendment 6400-92-3, June 12, 1992; 6410, Amendment 6400-92-4, June 12, 1992; 6420, Amendment 6400-90-1, June 1, 1990; 6440 Contents, Amendment 6400-91-3, September 20, 1991; 6400, Amendment 6400-97-3, April 7, 1997; 6460, Amendment 6400-92-2, May 28, 1992

Digest: Following is an explanation of the changes throughout the directive by section.

6400: This is a technical amendment that converts the format and style of this Forest Service Manual (FSM) title (previously in “Applixware”) to the new FSM template using the agency’s current corporate word processing software. Where chapters were previously organized into more than one document, they are now merged into one chapter whenever possible.

Although some minor typographical and technical errors have been corrected, this amendment contains no changes to the substantive direction in this title.

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6420.3 - Policy

Maintain cupboard stock facilities on National Forests and at other field locations only for current program needs.

Exercise judgment in storing food and other articles susceptible to contamination or deterioration. Use discretion in purchasing perishable supplies to avoid spoilage. Buy perishable supplies only when needed and limit stocks to the current season's needs.

6420.5 - Definitions

Cupboard stocks are materials and supplies held at the point of consumption that are replenished to meet day-to-day needs, as determined by established standards and requisitioning schedules, to avoid repetitive small purchasing. Cupboard stocks do not include planned requirements for special projects, such as construction supplies and fire caches.

6421 - Records and Controls

6421.1 - Cupboard Stock Control

Establish inventory levels and use control records when practicable for cupboard stocks such as forms, office supplies, and small quantities of nails, bolts, paint, rope, fencing materials, miscellaneous hardware, and so forth. Use a need list and periodically check the stock to determine replenishment needs. A few months' ordering history gives a reasonably accurate picture of needs. Review the need for an item if no orders are placed for two or more ordering periods. Inspect canned foods and emergency rations in accordance with section 55.12d, FSH 6709.11, Health and Safety Code Handbook.