**Section 1.6010 Supply Management and Dispositions**

a) Inventory Responsibility

Each State agency shall have general supervision of and accountability for tangible personal property and other supplies under its control subject to the requirements of the State Property Control Act [30 ILCS 605] and rules implementing that Act.

b) Supply Management

State agencies shall order supplies on a schedule and in quantities so as to maintain no more than a 12 month supply in inventory. Supplies shall be ordered so as to maintain the minimum inventory commensurate with ability to meet agency needs. This 12-month inventory restriction does not apply to lifesaving medications, mechanical spare parts, or when a greater quantity is needed to meet minimum order quantities.

c) Inventory

State agencies shall periodically inventory all warehouses and similar storage areas under their jurisdiction.

d) Report of Inventory

The CPO may require that agencies note on purchase requests compliance with the 12 month restriction on inventory.

e) Transfer of Excess Supplies

Insofar as feasible, practical and in accordance with other applicable law, the SPOs shall transfer excess supplies to the Department of Central Management Services Surplus Property Division for disposition under the State Property Control Act [30 ILCS 605].