**Section 2000.6010 Supply Management and Dispositions**

a) Inventory Responsibility

The SOS shall maintain 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

The SOS 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

The SOS shall periodically inventory all warehouses and similar storage areas under their jurisdiction.

d) Report of Inventory

The CPO shall be notified periodically of all supplies in excess of the 12 month restriction on inventory.