

## Loaning Materials to Outage Agencies

1. Any person at IPSC might be contacted by outside agencies who request the loan of material. Persons receiving the request should refer the requestor to the Maintenance Assistant Superintendent over Planning. Research will be done to verify IPSC has the requested material on hand.
2. After verification of the material being on hand, a "Request To Loan Material" form will be filled out and submitted to the Department Superintendent associated with the material being loaned. The request will be routed to the President and Chief Operations Officer for final approval.
3. If the loan of the material is approved, the approved request will be forwarded to the Warehouse Supervisor, along with an approved shipping document.
4. The Warehouse Supervisor will transfer the item to the "On Loan Storeroom" in Maximo.

**Transfer Current Item**

Item: 79600    FRAME, TYPE PRESSURE, PULVERIZER, MOD MPS 89G

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**Details**

* Quantity:	1.00	From Lot:		Unit Cost:	43,295.47
From Storeroom:	GSB	To Lot:		Line Cost:	43,295.47
* To Site:	IGS	From Condition Code:		GL Debit Account:	8101-801
* To Storeroom:	ON LOAN	To Condition Code:		GL Credit Account:	8101-801
From Bin:	LD07F	From Issue Unit:	EA	Memo:	
* To Bin:	ABC Power Plant	To Issue Unit:			
		* Conversion Factor:	1.00		

- The status of the item will be changed from "ACTIVE" to "HOLDREORD". By taking this action, the item will be excluded from the Suggested Reorder process run by the Warehouse to replenish stock.

The screenshot shows a software interface with a 'Change Status' dialog box. At the top right, the current status is 'ACTIVE', which is circled in red. Below it, the 'Default Bin' is 'LD07F'. The dialog box contains the following fields:

- Item: 79600
- Description: FRAME, TYPE PRESSURE, PULVERIZER, MOD MPS 89G
- Status: ACTIVE
- Active: Active
- \* New Status: Hold Re-Order (highlighted in yellow)
- Memo: (empty text box)
- Buttons: OK, Cancel

- The approved shipping document will be scanned as an attachment to the item file in Maximo. The preferred shipping method will be noted on this document. All freight costs for shipment are the responsibility of the requesting organization.
- Copies of the shipping information will be given to the Warehouse Supervisor. They will monitor the status of the material on loan and follow up with the Assistant Superintendent over Planning if the material is not returned as promised. The return will be expedited if necessary.
- After the material has been returned to site, the Warehouse Supervisor will ensure the item is transferred from the "On Loan" storeroom back to its original location. The status of the item will be changed from "HOLDREORD" to "ACTIVE".

A copy of the "Request to Loan Material" form is included with this document.

**REQUEST TO LOAN MATERIAL TO AN OUTSIDE AGENCY**

Item Number: \_\_\_\_\_ Required Quantity: \_\_\_\_\_

Item Description: \_\_\_\_\_  
\_\_\_\_\_

Organization Loaned To: \_\_\_\_\_

Name/Phone Number of Requestor: \_\_\_\_\_

Requestors Contract/P.O. Number: \_\_\_\_\_ Promised Date of Return: \_\_\_\_/\_\_\_\_/\_\_\_\_  
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**IPSC EVALUATION**

Past and Anticipated Usage: \_\_\_\_\_  
\_\_\_\_\_

Where is the Material Used: \_\_\_\_\_  
\_\_\_\_\_

Quantity on Hand: \_\_\_\_\_

When and How Will the Material Be Replaced: \_\_\_\_\_  
\_\_\_\_\_

What Condition Will the Returned Material Be In (new, rebuilt, etc.): \_\_\_\_\_  
\_\_\_\_\_

Does IPSC Have a Recovery Mechanism for the Item (in case of emergency): \_\_\_\_\_  
\_\_\_\_\_

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**APPROVAL:**

\_\_\_\_\_  
Maintenance Assistant Superintendent

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
President and Chief Operations Officer