

INVENTORY PROCEDURES

1. Equipment that costs \$150 or more shall be shipped to Operations where it will be barcoded. Some items that cost less than \$150, including all software, shall be barcoded if the item is considered to be highly pilferable.
2. The following information on each piece of equipment will be entered into the Fixed Assets database:
 - Category code
 - Purchase order #
 - School #
 - Barcode #
 - Date received
 - Department/Room #
 - Grant/Project #
 - Serial #
 - Model #
 - Description Code
 - Manufacturer
 - Purchase price
 - Date issued
 - Warranty information
3. The equipment will be delivered to the school/department that requested it where a delivery receipt will be signed. The delivery receipt will be kept on file at Operations after it is returned by supply personnel.
4. An annual inventory of fixed assets shall be conducted by each school/department. A portable barcode scanner will be issued to the school/department for their use in conducting this inventory. The principal shall appoint someone to be in charge of conducting the annual inventory for his or her building.
5. After the inventory is completed, the scanner shall be returned to Operations where the inventory information will be uploaded to the Fixed Assets database. Reports will be returned to the school for any exceptions (equipment that was not accounted for, equipment that was transferred to another school/department, etc.) where they will be reviewed and corrected. A final copy, signed by the principal/building administrator shall be returned to Operations.
6. A Report of Loss form shall be completed and forwarded to the appropriate departments for any equipment that is not accounted for on the annual inventory, as described below:

- A. A Report of Loss form shall be completed and sent to the appropriate departments for any equipment that is lost, stolen, or damaged beyond use. The form will be completed and sent within one week of the school/department becoming aware of the loss. The distribution of this form is as follows:
 - Original to Superintendent
 - Green copy to Assistant Superintendent for Budget & Planning
 - Yellow copy to Assistant Superintendent for Curriculum & Instruction
 - Pink copy to Director of Operations
 - Goldenrod copy to be kept by the school/department
 - B. The School shall be responsible for forwarding a copy of the Report of Loss form to the police at the time that the police are notified concerning missing inventory items.
 - C. The Director of Operations shall forward the information to the appropriate person at Operations who will remove the equipment from that school's inventory as well as put a copy of the Report of Loss form in the school/department's file.
 - D. A Report of Loss form shall be completed and sent to the appropriate departments (see above) for any equipment not accounted for two consecutive years on the annual inventory that each school/department conducts. The Building Administrator will include an explanation of the steps taken to locate the missing items and attach a copy of the Report of Loss form to the inventory. The missing equipment will be removed from the Fixed Assets database in accordance with paragraph 6C.
 - E. If equipment is to be replaced, a requisition with account number should be forwarded to the Purchasing department.
7. Procedures for the Transfer and Disposal of Computer, Audio visual and Office Equipment
- A. To move equipment, use the Audio Visual, Computer & Office Equipment Transfer Form or the Computer & Audio Visual Equipment Removal Form. Both forms are available on the PPS website.
 - B. Completely fill out Transfer forms, including barcode, serial and model numbers from the identification tags on the equipment.
 - C. Sign and date the Transfer form.

- D. If computer equipment needs to be removed and disposed of (i.e. Beyond Economical Repair) the request must be verified and approved by an Information Technology representative. They will sign the form and return it to the appropriate school.
- E. Attach the Transfer form to the work request and send to the Supply Department.
- F. All Fixed Asset tags will be removed by Operations.
- G. Once the equipment is picked up, the items will be removed from the Fixed Assets Inventory.

8. Operations will maintain and update, as needed, the Fixed Assets database.

Equipment refers to that which is maintained in the Fixed Assets database, i.e., items that cost \$150 or more, or are designated highly pilferable.

Approved: October 16, 2000
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