

INVENTORY PROCEDURES FOR CAMPUSES

HEAD CUSTODIAN:

- Perform inventory 2 times per year: before start & at end of school year
- Deliver inventory worksheet to each classroom with instructions
- Custodian to conduct inventory of common and storage areas
- Submit a copy of completed inventory to Principle or AP for review
- Return completed inventory to inventory specialist for updates to be completed
- Review and sign completed end of year list which has teacher's signature
- Completed and signed end of year list must be submitted & approved by Principle/AP for teacher to be released for the summer

BOOKKEEPER:

- Assist Head Custodian in distributing inventory list to classrooms
- Receive *Inventory Tracking Forms* from teachers
- Use *New Fixed Asset Worksheet* to record items less than \$499.99 which need to be tracked w/out tagging. i.e. furniture, long term item placed within classroom
- Submit *Inventory Tracking Form & New Fixed Asset Worksheet* to Inventory Specialist at end of each week
- Report location of tagged item(s) to inventory specialist upon receipt

TEACHER:

- Confirm each item & quantity on spreadsheet 2 times per year
- Confirm asset tag numbers on ALL items, esp. chrome books
- Note items which are damaged, missing and/or quantity change on spreadsheet
- Sign & Return completed list to head custodian within 5 days of receipt
- Assist custodians in locating missing items at end of school year
- End of school year inventory *must be signed* by head custodian to be released for the summer
- During school year submit *Inventory Tracking Form* to bookkeeper for **ALL** items moved in/out of classroom
(this will help expedite timeframe for end of school year inventory)