

# SECTION 6.04 – SITE/DEPARTMENT INVENTORY TRACKING REQUIREMENTS

Contact: Purchasing @ Extension 4180

## A. **Overview**

[Section 6.02](#) defines more formal inventory processes as required by [Board Policy 6570](#). The remaining building contents which are not recorded in the central inventory system (BusinessPlus) are subject to the same board policy. Each budget authority has the responsibility to support a less formal accounting of building contents.

## B. **References**

[Section 6.01](#) – Overview of Annual Inventory Processes

[Section 6.02](#) – Central Inventory Process

[Section 6.03](#) – Definition of Theft Sensitive Inventory

[Policy 6570](#) – Property Records

## C. **School Site/Department Inventory Tracking**

School sites and some departments shall be responsible for the tracking and documentation of certain items that are not included in the central inventory system defined in [Sections 6.02](#) and [6.03](#). These items are transitory in nature and should be tracked using a method similar to the [Site/Department Inventory Tracking form](#). The following are examples of items that shall be tracked. Contact purchasing to verify similar items that warrant tracking.

- **Schools/Departments – General** – A central location shall track all digital cameras under \$300, personal digital assistants (i.e. palm pilots) under \$300, portable compact disc music players, etc.
- **Schools – Math** – Each math room shall maintain a list of math calculators allocated to students under \$300.
- **Schools – Music** – Each band/music room shall maintain a list of musical instruments that are allocated to students. They shall also maintain a list of all electronic support equipment such as CD players, CD burners, tuners, amplifiers, tape players, speakers, etc.
- **Schools – Vocational Programs** – Each vocational/shop and technology lab shall maintain a list of all electric/cordless powered hand tools/equipment commonly used by students.
- **Schools – Science** – Each science room shall maintain a list of attractive transitory items such as microscopes and telescopes.
- **School – Kitchens** – Each school kitchen shall maintain a list of all appliances and serving accessories over \$300 in value that are moveable and not bolted or affixed to a countertop or preparation station. One list should be maintained for each site/kitchen.

- **Maintenance** – The maintenance department shall maintain a list of all gas powered, electronic and battery (cordless) powered tools or equipment valued over \$300 that are movable and not bolted or affixed to a workbench. One list should be provided for each service vehicle or specified central shop function.

**D. Guidelines and Requirements**

- [Site/Department Inventory Tracking](#) forms shall be kept current for the above noted inventories.
- School sites shall maintain the current forms at a central location (library or office).
- School kitchen tracking forms shall be maintained centrally at the food and nutritional services department.
- Maintenance shall maintain the current forms at a central location.
- On an annual basis a file copy shall be submitted to purchasing during the central inventory process.