

SECTION 6 – FURNITURE AND EQUIPMENT INVENTORY

OVERVIEW OF ANNUAL INVENTORY PROCESSES	6.01
CENTRAL INVENTORY PROCESSES	6.02
DEFINITION OF THEFT SENSITIVE INVENTORY	6.03
SITE/DEPARTMENT INVENTORY TRACKING REQUIREMENTS	6.04
<i>Site/Department Inventory Tracking Form</i>	<i>6.04a</i>
MOVING OF CENTRAL INVENTORY/PROPERTY TRANSACTION FORM.....	6.05
<i>Property Transaction Form</i>	<i>6.05a</i>
DISTRICT EQUIPMENT CHECKOUT – OFF SITE USE.....	6.06
<i>District Equipment Check-Out Form</i>	<i>6.06a</i>
SURPLUS OF FURNITURE, EQUIPMENT AND BOOKS	6.07