

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 8360. The remaining building contents which are not recorded in the central inventory system (IFAS) 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 8360 – 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.

SITE/DEPARTMENT INVENTORY TRACKING FORM

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 as defined in the Business Information Manual, Section 6. Each budget authority shall be responsible for maintaining an inventory list of transitory items, as identified in section 6.04 of the Business Information Manual.

- School/Department Inventory Tracking Forms shall be kept current and maintained at a central location (library or office.)
- School kitchen Inventory Tracking Forms shall be maintained centrally at the Food and Nutritional Services Department.
- A copy of current Inventory Tracking Forms shall be submitted to Purchasing during the Central Inventory process.

Questions or concerns regarding the use of this form should be addressed to the Purchasing Office, ext. 4691.

School Name: _____ Room# _____ Teacher: _____

Qty	Make	Model	Serial Number	Description	Condition

SITE/DEPARTMENT INVENTORY TRACKING FORM

Continuation Page

School Name: _____ Room# _____ Teacher: _____

Qty	Make	Model	Serial Number	Description	Condition