

## Beginning/End of the Year Inventory Actions

**(Hint: There is a FAQ section in the inventory program that is very helpful)**

1. Everyone needs to check and update his or her inventory no later than \_\_\_\_\_.
  - a. Go to [tech.ccschools.k12tn.net](http://tech.ccschools.k12tn.net)
  - b. Log into the TechServer
  - c. Click on Inventory
  - d. Click on the Printer Icon (this puts your inventory into a printer friendly format).

**(Hint: Click 'File', then 'Page Setup' and select landscape (it will print in a larger font this way) then select 'print')**

- e. Make sure that all of the items on the inventory sheet are actually in your room. Please check the property number and not just that an item matching the description is in the room.
- f. Please add or transfer items as needed. If you need property stickers, please see your school assistant principal.
- g. If you missing an item(s), then transfer them to your schools 'lost' room and the system will help you find them. If not, again, let your school assistant principal know and they can assist you.
- h. If you have inventoried items that do not work and need to be disposed of, physically bring the item(s) to your assistant principal and they will transfer your items to your

schools 'retire' room. DO NOT THROW THEM AWAY! We have procedures, requiring board approval, that must be followed to mitigate waste.

2. Personal Inventory:

a. Fill out a personal inventory sheet for your classroom. There is a copy in your teacher handbook or on the Cumberland County Schools website under >Department>Technology>Inventory.

b. If you have filled out a personal inventory for your assistant principal during previous years, he or she has placed a copy in your mailbox for you to check and update. Make the change, date and return it, please.

Once your inventory is updated, submit a copy to your assistant principal so that they can mark off the list.

Again, Deadline is \_\_\_\_\_, August \_\_\_\_\_