

Hale County
Board of Education



INVENTORY
PROCEDURES MANUAL

INTRODUCTION

The purpose of this Inventory Procedures Manual is to present a uniform method for Hale County Board of Education to maintain an accurate record of both capitalized (fixed asset) and non-capitalized (supplemental) inventory items.

It is imperative that all Hale County Board of Education employees are aware of the inventory control system and comply with the procedures outlined in this manual. By using the appropriate forms and working to maintain a paper trail from equipment acquisition to disposal, facility administrators (principals and directors) will have a record of all assets for which they are responsible.

It is the responsibility of each facility administrator to ensure that the employees under his or her supervision follow the procedures outlined in this manual.

1. EQUIPMENT

All assets of Hale County School District must be inventoried and a perpetual inventory record maintained at the Hale County Board of Education Central Office. An inventory audit shall be made biannually as a minimum and shall be comprehensive in order to assure that all assets are properly accounted. The District Asset Inventory Bookkeeper will issue inventory reports to each facility administrator with instructions for updating and returning the reports. **The updated reports must be signed by the facility administrator.**

1.1 PURCHASED EQUIPMENT

All equipment purchased must be reported to the Central Office. The District Asset Inventory Bookkeeper will track equipment purchases via the accounting software. However, **it is the responsibility of each facility administrator to make sure all new asset items are registered with the District Asset Inventory Bookkeeper.** This is to be accomplished by completing the Additions Section of the Equipment Asset Inventory Addition/Deletion/Transfer Form (Attachment 1) included in this manual.

1.2 DONATED EQUIPMENT

Any equipment donated to a facility must be reported to the Central Office. The facility administrator is responsible for registering the item(s) with the District Asset Inventory Bookkeeper by completing the Additions Section of the Equipment Asset Inventory Addition/Deletion/Transfer Form (Attachment 1) included in this manual. **A fair market dollar value must be assigned to the donated item(s).**

1.3 TAGGING EQUIPMENT

Each facility administrator is responsible for ensuring all equipment purchased for his or her facility is tagged with an inventory number and “Property of Hale County Board of Education” label. Inventory numbers and property labels may be obtained from the District Asset

Inventory Bookkeeper. Pre-numbered inventory tags for items purchased with Title I funds may be obtained from the Central Office Federal Programs Department.

Inventory numbers for technology equipment (computers, document cameras, projectors, etc.) will be assigned by the District Asset Inventory Bookkeeper. A Technology Inventory Form will be sent with the equipment and must be signed by the person receiving the equipment and returned to the District Asset Inventory Bookkeeper.

1.4 DELETING AND DISPOSING OF EQUIPMENT

Any item that is broken, discarded, lost, stolen, sold, or no longer serviceable must be deleted from inventory and disposed of by the school or department where the item is located. The facility administrator is responsible for reporting deletions to the District Asset Inventory Bookkeeper by completing the Deletions Section of the Equipment Asset Inventory Addition/Deletion/Transfer Form (Attachment 1) included in this manual. **The reason for and method of disposal must be included on the form. PLEASE NOTE:** Computers (including laptops) are not to be disposed of prior to being checked by the Office of Technology Initiatives technician. When computer problems arise, they must be reported to the technician, who will check the computer(s) and determine if repair is possible. If not, the technician will give approval for the computer(s) to be disposed of, remove any data prior to disposal, and notify the facility administrator. The technician will then arrange for disposal of the computer(s).

1.5 TRANSFERRING EQUIPMENT

Any change in location (including transfers to another room) of equipment must be reported to the District Asset Inventory Bookkeeper. The facility administrator is responsible for submitting this information by completing the Transfers Section of the Equipment Asset Inventory Addition/Deletion/Transfer Form (Attachment 1) included with this manual. **Please note: Items purchased for a school must stay at that school. Unless approved by the Superintendent, equipment may not “follow” an employee if the**

employee transfers to another school within Hale County School System.

1.6 MISSING EQUIPMENT

All missing items must be reported immediately to the District Asset Inventory Bookkeeper. In the event an item is stolen, the facility administrator must notify the local police department and obtain a copy of the police report. If the item is to be deleted from inventory, the Deletions Section of the Equipment Asset Inventory Addition/Deletion/Transfer Form is to be completed and submitted, along with a copy of the police report and other appropriate documentation, to the District Asset Inventory Bookkeeper.

1.7 EMPLOYEE-OWNED ITEMS

Hale County Board of Education will assume no responsibility for employee-owned items. Such items must be removed when the employee is no longer employed by Hale County Board of Education.

1.8 USE OF BOARD OF EDUCATION PROPERTY

Hale County Board of Education equipment may only be used for Board of Education (BOE) business. If BOE equipment is to be used for job-related activities at other locations, a check-in/check-out procedure (to be developed by the local school/department) must be followed. **THIS APPLIES TO AED DEFIBRILLATORS THAT ARE TAKEN ON ATHLETIC TRIPS, AS WELL!**

Technology equipment, such as mobile labs, etc., must be checked in and out on a daily basis from the school library. **THIS INCLUDES FACULTY, STAFF, AND STUDENTS!** Check-in/Check-out forms for both personnel and students are included with this manual (Attachments 2 and 3). Technology equipment, such as laptops, may be assigned to personnel for the duration of the school year. In this case, the enclosed "Technology Equipment Agreement" (Attachment 4) must be utilized.

HALE COUNTY BOARD OF EDUCATION
Equipment Asset Inventory Addition/Deletion/Transfer Form

ADDITIONS SECTION:

School/Department: _____ Inventory No.: _____

Room No./Location: _____ Date: _____

Item Description: _____

Manufacturer: _____ Model No.: _____

Serial No.: _____ Purchase Order No.: _____

New Item Donated Item If donated, assign dollar value. \$ _____

Inventory Tag/Property Label Applied By: _____ Date: _____
(Signature)

DELETIONS SECTION:

School/Department: _____ Inventory No.: _____

Item Description: _____

Manufacturer: _____ Model No.: _____

Serial No.: _____ Reason for Disposal: _____ Method of Disposal: _____
(lost, stolen, broken, sold) (discard, sale)

*All computer equipment disposals must be authorized by Hale County Schools IT Department.

Remove inventory tag and return with this form.

TRANSFERS SECTION:

Transfer From Location: School/Department: _____ Room No./Location _____

Inventory No.: _____ Item Description: _____

Serial No.: _____

Transfer To Location: School/Department: _____ Room No./Location _____

Signature of Person Completing Transfer: _____ Date: _____

APPROVAL SECTION:

Facility Administrator's Signature: _____ Date: _____

IT Technician's Signature (if applicable): _____ Date: _____

District Asset Inventory Bookkeeper's Signature: _____ Date: _____

HALE COUNTY BOARD OF EDUCATION

1115 POWERS STREET
GREENSBORO, ALABAMA 36744

TECHNOLOGY EQUIPMENT AGREEMENT

SCHOOL: _____

EMPLOYEE: _____

INVENTORY NUMBER: _____ SERIAL NUMBER _____

DESCRIPTION (manufacturer, model #, etc.): _____

As a condition of being issued the above equipment, I understand and agree to the following conditions:

The above equipment will be secured in a locked area at night and during non-school hours.

I will avoid leaving the above equipment in areas which may result in it being damaged, lost or stolen (i.e. a hot car, an unattended classroom/work area, next to electrical/magnetic equipment, etc.)

This equipment will not be loaned to other individuals when in my care. If I do loan this equipment to another individual, I understand I am financially responsible if it is damaged, lost or stolen.

I agree that I will not install any software (freeware, shareware, purchased) onto a computer without the written approval from the Technology Coordinator or the Office of Technology Initiatives.

I agree that I will return the above equipment to the Library, in good working order, at the time and date indicated below.

The above equipment is for my use in performance of my duties in the Hale County School System. I understand I am responsible for the equipment and agree to personally cover the costs of any repair and/or replacement if the equipment is damaged, lost, or destroyed due to negligence while in my possession. I understand and agree that the Hale County Board of Education will have the sole responsibility to determine if damage or loss is the result of normal wear and tear or negligence.

Employee: _____

Check-Out Date: _____ Date Due: _____

Principal's/Director's Signature: _____

Employee: _____

Check-In Date: _____

Principal's/Director's Signature: _____