

Huntingdon Special School District

Inventory Procedures

June 2016

The following procedures are used when new inventory items are received in Huntingdon Special School District

- New inventory items for the school district are received either at the district central office or at the school where it will be used.
- For most of the items received, the district technology coordinator inspects the item(s) to ensure that it is in good condition and matches what is on the purchase order and invoice.
- For items the technology coordinator is not responsible for, either the appropriate federal project director or his/her designee will ensure the item(s) is in good condition and matches what is on the purchase order and invoice.
- Once the inventoried items are accounted for, the purchase order and invoice are given to the federal bookkeeper who initiates the payment. Then the district inventory records clerk enters the appropriate information into the inventory database.
- Items to be tagged for inventory include, but are not limited to:
 - Computers
 - External Computer Peripherals
 - Laptops
 - Tablets
 - Camera Bodies and Lenses
 - Fax Machines
 - Televisions
 - Video Cameras
 - Video/DVD Recorders/Players
 - White Boards and/or Peripherals
- Three individuals in the central office are assigned to create the tagging of the new equipment. Those individuals are the technology coordinator, inventory records clerk, and the purchasing clerk.
- Equipment is installed and configured by the technology coordinator except for more technical equipment such as white boards. When items of this nature are purchased, the vendors complete the installation.