

# INVENTORY CONTROL & ACCOUNTABILITY

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ICD TOOL BOX

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# PURPOSE

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- The purpose of this training is to provide the assigned Inventory Control Designee (ICD) with the necessary tools needed to perform their duties in the area of property management and so successfully manage and control the inventory of your cost center.
- This training will provide you with an overview of the knowledge and skills necessary to ensure your property is accounted for during the school year and the inventory to disposal process.
- At the end of this training you will possess the necessary tools to assist you in your responsibilities as a Inventory Control Designee (ICD), and the know how to properly manage the inventory of your cost center.

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## RESPONSIBILITY OF THE SUPERINTENDENT 7300

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- A. All real and tangible personal property shall become the responsibility of the Superintendent, including its care, custody, safekeeping, and accounting of all property.
- B. The Superintendent shall cause to be established such procedures and measures necessary to provide accurate information in regard to the nature, condition, location, and value of all major school property, to safeguard tangible school property against undue damage,
  - loss depreciation; to attempt to recover and restore to useful service any tangible school property which may be lost, stolen, or damaged; and to do all other things necessary to insure the proper maintenance and safekeeping of school property.

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## RESPONSIBILITY OF SITE ADMINISTRATOR

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- The site administrator of each school shall be the custodian of all property located at and charged to the school.
- **Delegation of Responsibility:**
- The site administrator may delegate the responsibility to employees under their supervision.



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## ICD RESPONSIBILITIES

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- Each District cost center will have a person, called the Inventory Control Designee (ICD), to track all assets (tangible personal property) and maintain accurate asset records and to assist the Property Management department in locating property during the annual property inventory.
- The ICD has responsibility for day-to-day inventory activities and processes within the cost center.
- The ICD is charged with ensuring that all tangible personal property – including both capitalized and non-capitalized assets -- are inventoried appropriately and records are updated to reflect the correct model, type, serial number and assigned location (department, building and room number).



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## ICD RESPONSIBILITIES

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- All ICDs are required to attend a training session with Property Management staff members to review their duties, responsibilities and Skyward inventory reports required from each cost center.

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## BASICS OF PROPERTY TAGGING

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- When property costing \$1,000 or more is received, a Report of Property Received form will be complete and sent to Property Management noting the following:
  - Item Description---Computer
  - Make-----Dell
  - Model-----OptiPlex 250
  - Serial Number-----Service Tag Number(if pre-numbered by Dell or HP)
  - Location-----Bldg. 5 Room 213
  - PO Number / PCard

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## BASICS OF PROPERTY TAGGING CONTINUE

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- If a Report of Property Received form is not received by Property Management, new items will not be tagged until the item has been paid for and a pay cycle report or credit card statement is received by Property Management from Accounts Payable/Purchasing.
- If property is purchased through an internal account, a Report of Property Received form should be completed and forwarded to Property Management.
- The cost center receiving assets is responsible for completing all Report of Property Received forms, regardless of whether it initiated the purchase order or another cost center purchased the property.



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## BASICS OF PROPERTY TAGGING CONTINUE

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- Any school or department buying equipment **for** another cost center is required to send all backup documentation showing all purchased items to the receiving cost center so the receiving cost center can complete the Report of Property Received form accurately and in a timely manner.
- When new property is received, the Inventory Control Designee will ensure that the property is stored in a secure place until tagged by Property Management. Each cost center should have a central receiving location that has limited, secure access.
- If the property needs to be used before it is tagged, a record of its location and the employee who has it should be kept by the Inventory Control Designee (ICD).



# BASICS OF PROPERTY TAGGING CONTINUE

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- If the property cannot be located to be tagged, a property record number will be assigned to the missing property.
- A Transfer of Property Form (**Appendix 3**) must then be completed by the cost center, stating the item is missing or stolen.
- This, along with a police report and a Plant Security Report (**Appendix 4**) if the item is stolen, will be forwarded to the Board for final removal.



# BASICS OF PROPERTY TAGGING CONTINUE

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- If an item is to be replaced by the manufacturer due to failure, a Transfer of Property Form must be completed and the replacement item will receive a new property record number.
- It will be added to the cost center's inventory using the same information as the original purchase, with the updated serial number.
- The Property Management department records all tagged property by cost center into Skyward software system. Each cost center has the capability of accessing this system at any time to view only the current property records inventory for its own cost center.



# BASICS OF PROPERTY TAGGING CONTINUE

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- Easily stolen items (i.e., cameras, DVDs, VCR equipment, musical instruments, etc.) costing less than \$1,000 will be inventoried by the cost center.
- These items will not be included on the official School Board inventory (items costing \$1,000 or more) unless exception to policy is granted for computer under \$1000.
- If practicable, equipment should be assigned to specific employees at each cost center. The Intra-Cost Center Property Transfer Form (**Appendix 5**) has been developed for this purpose.

# BASICS OF PROPERTY TAGGING CONTINUE

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- Copies of these forms should be maintained by the Inventory Control Designee (ICD) at each cost center.
- However, when an item of equipment is declared surplus and is to be removed, the responsible employee should document the removal using the regular Transfer of Property Form, which should be sent to the ICD.
- The ICD will then follow the procedures outlined in Section D, Surplus Property (*page 10*), in disposing of the surplus property.

# REMOVED OR LOST PROPERTY TAGS

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- Occasionally, property tags are removed, lost or damaged in a manner that does not allow them to be scanned.
- Regardless of the cause, it is the responsibility of the cost center ICD to contact Property Management for a replacement tag.
- If the item is no longer considered tangible personal property (cost is less than the \$1,000 Board-approved threshold), there is no need to request a replacement tag.
- The fixed asset number should be visibly written in permanent marker on the equipment.

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## STANDARDS AND FORMS FOR REPORTING DISPOSITION OF TANGIBLE PERSONAL PROPERTY


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- For ease of reference, listed below are the standards used for reporting the disposition of tangible personal property, along with the associated applicable forms / documents.
- Many forms, reports and documents are used daily for the accountability of tangible personal property.
- Listed below are the forms and documents used most often and a description of what each is used for.
- These items are located in the forms management section of the LCS website under the employee tab:  
<http://www.leonschools.net/domain/108>



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- **Report of Property Received** – Used to document new tangible personal property that requires a fixed asset number. This form is used for purchases made by purchase orders, PCards, internal account purchases and donations.
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  - **Transfer of Property Form** – Used to document the authorization and receipt or transfer of tangible personal property leaving or entering a cost center. This includes permanent transfers to other cost centers, items sent to the Property Management Surplus Warehouse, and items sent to salvage.
  - This form is also used when permanently transferring equipment to another governmental agency, school district, ESE student, etc. (with LCS Board approval).



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- **Plant Security Report** – Used to document the loss, theft or damage of all property. This can be the result of burglary, vandalism, theft, fire, disappearance or damage.
  - A copy of this form should be completed and submitted by the cost center to the Inventory Contact at Property Management as soon as the occurrence is discovered.
  - The Inventory Contact will immediately forward the report on to the following departments: Risk Management and Safety & Security.
  - A copy of the official police report must accompany the form when it is sent to Property Management
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- **Temporary Removal of Property** – This form (**Appendix 6**) is used to document the authorization of tangible personal property being removed from the cost center and assigned to an employee for work-related use at home and temporary loans to employees or students.
  - **Software Accountability Inventory Scan Sheet** – Provided by Property Management to each cost center, identifying new software added to that cost center's inventory. Must be completed by the ICD and maintained in an easily accessible central location within the cost center

# INVENTORY TERMINOLOGY

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- **Additions:**
  - **Recovered** – Recovered assets include previously reported unable to located (UTL) assets that have been found that need to be added back to the perpetual inventory records. Restoration of recovered assets requires a memo signed by the ICD and or ACCOUNTABLE OFFICER and must include the location (department, building and room) where the asset is physically located.
  - **Purchases** – A tangible personal property asset is added to the perpetual inventory records based on an expenditure from a capital asset account of \$1,000 or more. If a property tag needs to be issued for an asset purchased from an improper budget account, provide a copy of the purchase order

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- **Donations & Internal Account Purchases** – If additions are acquired through internal accounts or donations, submit a Report of Property Received form to Property Management. If the source of acquisition is unknown, state this on a Report of Property Received form and certify that the items are not the personal property of individuals or organizations other than LCS.
  - **Deletions:**
    - **Unable to located (UTL)**– Assets are not located during the annual physical inventory. (Upon LCSB Approval)
    - **Stolen** – Stolen assets must be supported with a Plant Security Report and a police report and must reflect a finding of burglary evidenced by forcible entry. The asset value above the insurance deductible may be reimbursed by LCS insurance. The Plant Security Report must be prepared and certified by a third-party law enforcement agency or the District Safety & Security department. The Plant Security Report must be submitted to Risk Management within 12 hours of discovery of the incident

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- **Reporting Theft** – Asset reported on a Plant Security Report and certified by a third- party law enforcement agency or the District Safety & Security department as theft or disappearance. These assets are reported as unable to located if the Plant Security Report and police reports reflect no forcible entry.
  - **Transfers (including surplus)** – A Transfer of Property Form is required for all fixed asset transfers. The Transfer of Property Form must be signed by both (the Principal or Department Head from the releasing cost center and the receiving cost center.
  - Assets certified as transferred by documenting with unsigned or falsified Transfer of Property Forms are reported as unable to located.

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- **Other Deletions** – This category is only used when established procedures are not followed in the removal of assets from inventory. Deletions include fixed assets junked, burned or cannibalized by the cost center. Supporting documentation must include a signed memo by the ICD and must specify the reason for the deletion and other documentation as appropriate.
  - Assets submitted without the required substantiating documentation are reported as unable to located (UTL).
  - **Junked** – If a cost center decides to junk a piece of property, it must so indicate on a Transfer of Property Form submitted to Property Management. Property Management, in turn, will advertise the item through an approved property auction web-site, if the item has no market value or is not feasible to repair and can be sold as scrap for the salvage value.

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- **Vandalism** – This category is only used to record willful destruction of tangible personal property. Vandalism must be reported on a Plant Security Report, prepared and certified by a third-party police officer and the LCS Safety & Security department.

## 24 INTERNAL ACCOUNT PURCHASES / DONATIONS

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- The Property Management department shall be notified when items valued at \$1,000 or more are purchased or received through donations or internal accounts.
- Such notification shall include a completed Report of Property Received form with a description of the item(s) purchased or received, including the manufacturer's name, model, serial or identification number, date acquired, and total cost (or fair market value if donated).
- If the source of the acquisition is unknown, this should be indicated on a Report of Property Received form and certified that the items are not the personal property of individuals or organizations other than LCS.



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- Once the Report of Property Received form is received by Property Management from the cost center, the Property Management staff will visit the cost center and physically affix a property tag on the item(s) listed on the form.

# SECURITY OF DISTRICT ASSETS

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- All property items should be secured in a manner that reduces the likelihood of theft, damage or loss. This may include storing smaller, light items, such as laptops, iPads, projectors, etc., in locked file cabinets when not being used.
- Also, the room should be routinely locked when no one is present.
- Temperature limitations should be followed when using or storing an item, specifically computers and software. Ensuring that the bar-coded tag is affixed to the property item should reduce the risk of theft or loss.

## 7450 - PROPERTY INVENTORY

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- The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.
- A complete inventory of all District-owned tangible personal property shall be conducted annually and compared with property records. Discrepancies shall be traced and reconciled. Losses will be reported to the Board on a periodic basis.
- A complete inventory shall also be conducted when there is a custodian change at a school or department location.

## 7450 - PROPERTY INVENTORY

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- A principal or department head shall obtain a police report for any District-owned tangible personal property that is presumed stolen from the location's inventory.
- The principal or administrator shall complete a Plant Security Report for any District-owned tangible personal property missing or stolen.
- For purposes of this policy, "tangible personal property" shall mean any tangible personal property, of a nonconsumable nature, with a life expectancy of one (1) year or more that has a value equal to or greater than \$1,000.

## 7450 - PROPERTY INVENTORY

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- Procedures and requirements essential to maintaining adequate records for tangible personal property owned by the Board shall be established and shall be followed in all instances.

# ANNUAL COST CENTER PROPERTY INVENTORY

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- Leon County Schools conducts an annual inventory of District-owned tangible personal property in compliance with chapter 274.02, 1001.43 and 1013.28 of the Florida Statutes and LCSB policy 7450.
- The LCS Property Management department has been assigned responsibility for the annual audit process, which is carried out District-wide on a bifurcated basis.
- One half of District cost center are directly inventoried by Property Management staff in even-numbered years and the other half of District cost center are directly inventoried by the Property Management staff in odd-numbered years.



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## ANNUAL COST CENTER PROPERTY INVENTORY CONTINUE

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- In years when a cost center is not directly inventoried by Property Management, the cost center conducts its own property inventory, which is certified by Principal or Director and submitted to Property Management department. Thus, all District cost centers are inventoried each year, with documentation accordingly.
- The alternate year Property Management staff inventory process will begin with an email sent approximately two weeks prior to the date of the inventory. The email is directed the Principal/Cost Center Administrator and the Cost Center's Inventory Control Designee (ICD) indicating the date of the initial scan by Property Management.

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## ANNUAL COST CENTER PROPERTY INVENTORY CONTINUE

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- The ICD will accompany the assigned Property Management person to assist in locating as many items as possible. Current inventory lists will be provided to the cost center prior to the on-site visit.
- During the inventory, all band instruments and items checked out should be returned for inspection. Item locked or hidden away should be brought out.



# INVENTORY PROCESS

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- Phase I – Advanced notification of scheduled inventory
- Phase II – Initial scan
- Phase III - Follow-up site visit to scan new or missing items
- Phase IV – Inventory reviewed & Inventory Certification Form ((PC 10) sent to site/cost center (**See Appendix 7.**)
- Phase V – Report sent to the Board

# INVENTORY PROCESS

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- **Phase I**
- As part of a District-wide annual inventory schedule, Property Management will give each site (cost center) at least two weeks' advance notice of the scheduled inventory at that location.
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- **Phase II**
- Items that are newly purchased and are located in the cost center will be numbered/tagged during the initial scan and as needed throughout the fiscal year. The approximate lengths of time to conduct the initial scan are as follows;

# INVENTORY PROCESS

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- Elementary Schools, two days;
- Middle Schools, five days;
- High Schools, five days by two Property Management representatives;
- Maintenance, Transportation, Information Services, Exceptional Student Support Services, Food Services, and Title I will be given five days for the initial scan;
- All other cost centers will have one day for the initial scan.

# INVENTORY PROCESS

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- **Phase III**
- After the completion of the initial scan, Property Management will review inventory results to identify missing items. Then, it will contact the site to schedule and conduct a follow-up site visit to scan for missing and/or new property.
- After the follow-up visit, Property Management will send an email to the Principal/Director & Inventory Control Designee (ICD) containing a list of items that were not located.
- A Transfer of Property Form should be completed by the Principal/Director/ICD for all items that cannot be located and forwarded to Property Management along with a letter of explanation.

# INVENTORY PROCESS

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- **Phase IV**
- Once the Not Scanned Items Report is reviewed and returned to Property Management, an Inventory Certification Form (PCI0) is sent to the cost center for signatures and return to Property Management.
- After receipt of the PCI0 by Property Management, the cost center's inventory will be marked as completed.
- By signing and returning the Inventory Certification Form, the cost center agrees that the inventory has been completed and findings are accurate.

# INVENTORY PROCESS

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- **Phase V**
- Property Management will prepare a Final Completion Letter to the School Board detailing completion of the annual District inventory. For any missing items that cannot be located, a letter of explanation and a completed Transfer of Property Form reflecting (upon approval from LCSB) removal of item from the District property inventory will be provided to the Board (with a copy also sent to the cost center for the ICD's records).

## 7310 - DISPOSITION OF SURPLUS PROPERTY

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- The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.
- **A. Instructional Material:** Books and other printed material should be directed to the Media Center.
- **B. Equipment:**
- The District shall inspect the equipment used in instructional programs and administrative offices periodically, to determine the condition and usability of such equipment in the current educational program or office. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

## 7310 - DISPOSITION OF SURPLUS PROPERTY

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- 1. repair parts for the equipment no longer readily available;
- 2. repair records indicate equipment has no usable life remaining;
- 3. obsolete and/or no longer contributing to the educational program or office;
- 4. some potential for sale at an Internet auction or public sale; and/or
- 5. creates a safety or environmental hazard.



## 7310 - DISPOSITION OF SURPLUS PROPERTY

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- **C. Disposition:** The Superintendent is authorized to dispose of obsolete instructional and other property by offering it for public or Internet sale, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.
- **D. Transfer of Surplus Property:**
- I. Any property assigned to a specific District site that is no longer required at that site may be transferred to another site within the District with the written approval of the sending and receiving administrator.

## 7310 - DISPOSITION OF SURPLUS PROPERTY

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- 2. At its discretion, the Board may offer property designated as surplus for sale or donation without bids to the State, other governmental units, or any political subdivision or to private nonprofit agencies as defined in F.S. 273.01(3).
- **Education Department General Administrative Regulations, EGAR 34 CFR 80.32 (d)(5)(e) (1-2)**
- (e) Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

**Education Department General Administrative Regulations,  
EGAR 34 CFR 80.32 (d)(5)(e) (1-2)**

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- (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
- (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

## SURPLUS PROPERTY PROCEDURES

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- The following procedure is to be followed for property items that are to be declared surplus and sent to the Property Management surplus warehouse
- The cost center's ICD will complete a Transfer of Property Form, listing all items required for transfer and including all property record numbers and serial numbers. The Principal or Department Head and the ICD should sign the form.
- **NO MATERIALS WILL BE ACCEPTED BY THE SURPLUS WAREHOUSE WITHOUT APPROPRIATE COMPLETED FORMS.**

# SURPLUS PROPERTY PROCEDURES

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- The cost center's ICD will submit a Transfer of Property Form to Property Management for pickup of materials for surplus.
- The ICD will call to arrange a time for pickup of the property. The property should be located in a central site, ready to go. Property will be checked against the Transfer of Property Form and, upon loading, the driver will sign the form to acknowledge receipt of the items.
- The ICD should make a copy of the Transfer of Property Form with all signatures for the cost center's records and return the original to the driver before the driver leaves the site.

# SURPLUS PROPERTY PROCEDURES

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- **Acceptance** – The driver transports the property to the Property Management warehouse for placement with surplus materials. Surplus materials also may be accepted from trailers used on construction projects, which also requires completion of a Transfer of Property Form.
- **Removal from Inventory Records** – Property Management will record the transfer of the property from the cost center's site to surplus on District property records. Property Management will submit surplus items to the School Board for permission to sell, scrap or dispose of property as may be deemed appropriate.
- **Disposal** - Surplus operations will screen materials received and arrange for disposal. (upon notification of LCSB of approval)

# SURPLUS PROPERTY PROCEDURES

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- Periodic notices will be sent to cost centers on useful items available for transfer to another cost center. If the equipment is not put back into circulation for use within LCS, upon approval by the Board to dispose of surplus material,
- Property Management will offer materials for sale through public sale, internet sale, entertain bids and/or solicitations that are in the best interest of the District or may scrap unusable, damaged materials without marginal value.
- If the market value of the property is under \$5,000, it may be offered for sale to the general public through the Surplus Warehouse.

## SURPLUS PROPERTY PROCEDURES

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- If the market value of the property exceeds \$5,000, the property shall be sold through a public auction after advance notification is made in the local newspaper prior to auction.
- Not withstand the above provisions, the LCS Board may transfer any real property, regardless of value, to another governmental agency for whatever considerations the Board determines to be in the best interest of the District



## DONATION OF PROPERTY TO NON-PROFIT ORGANIZATIONS.

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- All equipment being donated, (upon LCSB approval) must be removed from the cost center's inventory prior to donation. A Transfer of Property Form must be prepared and sent to the Property Management department.
- A list of all property to be donated must be presented to the Property Management department for review prior to removing it from the cost center's inventory.
- All computer-related equipment must be evaluated by a representative of Information Services to determine if the equipment can be used within another cost center.

## DONATION OF PROPERTY TO NON-PROFIT ORGANIZATIONS.

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- Items to be donated must be made available for inspection by other cost centers to see if there are any items that can be used at other locations
- **It's important to remember that a cost center cannot unilaterally decide to dispose of (donate or junk) a piece of property unless such disposition first has been approved by the LCSB for disposal. To initiate the process, the cost center submits a completed Transfer of Property Form indicating its intent.**

# TRANSFER OF PROPERTY

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- **Property may be transferred for the following reasons:**
  - When property can be used by another cost center.
  - When an employee is changing cost centers and **has permission** from the sending and receiving Department Director or Principal to take property with him/her.
  - When special needs property accompanies a student from one school to another.
  - When property is located during an annual inventory and it is not on the inventory of the cost center that is being scanned.
  - When property is sent to surplus for removal.


# TRANSFER OF PROPERTY

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- **The Transfer of Property Form should be completed as follows:**
  - The “Transfer By” line is be completed by a representative of the sending cost center.
  - The “Transfer to another school or department” item (D) should be checked and the receiving location should be indicated.
  - In the space provided list: asset ID number, description & serial number of the property that is being transferred.
  - If the property was located during an annual inventory, the room number should be included with the description.

# TRANSFER OF PROPERTY

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- When the transfer forms are returned to the Property Management department with signatures from both the sending and receiving cost centers, the property will then be transferred in the Skyward software system.
  - **Removing Property from Assigned Cost Center**
  - Any time tagged property leaves an assigned cost center, written authorization must be obtained from the cost center administrator/director. A Transfer of Property or Temporary Removal of Property Form must be completed.
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- The form must be signed by the administrator/director of the cost center and the individual removing the equipment.
  - In addition, the fixed asset number, asset description and serial number of the item(s) must be indicated on the Transfer of Property Form.
  - Any employee who either removes equipment or permits the removal of equipment from LCS property without proper authorization could be subject to disciplinary action up to and including termination of employment.

## REASON FOR REMOVAL OF PROPERTY FROM A COST CENTER

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- Transferring Equipment to Another Cost Center – When permanently transferring equipment to another cost center a Transfer of Property Form must be completed and the original must be sent to the Property Management department.
- The Transfer of Property Form must have all required signatures. Although the equipment may be located at non-LCD locations, the ownership of that equipment remains with LCS.
- If outside agencies with such equipment determine that these items are of no further use to them, arrangements should be made as soon as possible for the equipment to be returned to the overseeing LCS department or sent to the Surplus Warehouse.

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- **Permanent Transfer / Donations to Non-LCS Facilities** – From time to time, it may be determined that equipment assigned to non-LCS facilities on a temporary basis should be transferred to those agencies permanently. In these cases, the LCS Board must approve the transfer.
  - A letter setting forth the rationale and other details of the transfer, along with the fixed asset number(s), asset description, historical cost and net book value, must be completed by the applicable ICD and forwarded to the Property Management department.
  - The matter will then be submitted to the LCS Board for official action. Once approved by the Board, Property Management will remove the item(s) from the cost center's inventory.



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- **Repairing Equipment** – From time to time, it may become necessary to have equipment repaired. Regardless of whether the repair work is performed by the District or by an outside vendor, a Temporary Removal of Property Form must be completed and signed by the ICD prior to removal of the item(s) from the cost center.
  - Documentation must be on file showing that the removal was approved by the ICD. A copy of the Transfer of Property Form must be maintained by the ICD in a central location, within a three-ring binder or a folder.
  - In the event the equipment is determined by an outside vendor to be unrepairable, a Transfer of Property Form must be completed to transfer the equipment to surplus.


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- The same requirements hold true for the transfer/donation of any other property to an outside agency. Any equipment reported as lost, damaged or stolen by a non-LCS location must be supported by a Plant Security Report and police report and forwarded to Property Management.


# RENOVATION PROJECTS OR FACILITY CLOSURES

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- The following steps should be followed if storage of property is necessary as a result of renovations or a facility closure at a cost center:
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  - Prior to the start of a project, a finalized inventory should be conducted.
  - The Inventory Control Designee (ICD) on site will work with the designated Property Management staff member and the Project Coordinator to screen, tag or label all furniture and property to designate it for removal, surplus or relocation. The ICD should have the authority to make appropriate decisions regarding the classification of items.



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- A separate secured storage place (possibly storage trailers) will be provided for items marked for removal, items marked for surplus, and items marked for relocation. The ICD will inventory each item as it is stored and create a master list for each space.
  - No items will be added to or removed from the secured storage space without the direct involvement of and approval by the ICD on site. This process will assist the Property Management staff as it conducts annual inventories.
  - The ICD will work with the designated Property Management staff member to create the appropriate inventory forms for items marked for removal, surplus or relocation. A trailer designated for surplus shall contain the Transfer of Property Form in an envelope at the back of the trailer before it is closed.
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- The ICD will coordinate with the appropriate personnel to have items hauled away for removal and items delivered to surplus property. **No item will be moved without the appropriate inventory forms on hand.**
  - The ICD will coordinate with school staff, facilities staff and property management staff to schedule the relocation of items. Each item will be inventoried as it is delivered to a new space. A designated time will be arranged by the ICD for other cost centers to inspect items marked for surplus property.
  - The ICD will tag each item wanted by another cost center. The receiving cost center will be responsible for arranging for the moving of the items in a timely fashion. **No item will be moved without the appropriate inventory forms on hand.**
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- Immediately after a project has been completed, a physical inventory should be conducted. Depending on the status of the project, this inventory should be done after each phase or building is completed.

# NEW CONSTRUCTION

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- The Inventory Control Designee (ICD) on site will receive all items and log them in.
- A secured area must be provided in a timely fashion for the receipt and storage of all property.
- The ICD receiving items will inventory all items on site, verify delivery against purchase order and create and maintain the delivery and acceptance log.
- The ICD will coordinate with cost center staff to deliver items to the designated rooms, set them up and create a room inventory list. Appropriate technology needs to be available on site for inventory purposes.

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- Consideration should be given to having as much property as practical be delivered pre-assembled. This will reduce the number of District staff assigned for this task.
  - No deliveries should be accepted outside of pre-designated delivery times outlined on the purchase order.
  - The ICD should make sure **the cost center receiving the property** completes and submits a Report of Property Received form to Property Management.
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- Review....
- Questions??