

HOONAH CITY SCHOOL DISTRICT

SOP No. 18

EQUIPMENT INVENTORY PROCEDURES

1. **PURPOSE:** To establish uniform guidelines to ensure that a complete inventory record is maintained for all accountable Hoonah City School District property. Items which have an object code 510 (equipment) are accountable and considered fixed assets.
2. **AUTHORITY:** Superintendent
3. **RESPONSIBILITY:** It is the responsibility of the Business Manager to initiate and maintain all inventory control records for the Hoonah City School District. The Principal shall also maintain a list of equipment assigned to the school or purchased from their budgets.
4. **DEFINITION:** The following are definitions of the phrases, 'accountable items' and 'consumable item.'
 - a. Accountable item – Any item of material that had an original unit price of \$5,000.00 or more, the life of the item is more than one year, is repairable, and is an end item. (i.e. school vehicle, file server, commercial sewing machine).
 - b. Consumable item – Any item of material which has an original unit price of less than \$5,000.00, is not repairable, or is used in the repair of an end item (i.e., part for a piece of equipment, door replacement)
5. **PROCEDURE:**
 - a. The Business Manager will initiate an annual inventory of all school district property that is accountable. This inventory will be conducted at least once each fiscal year (July 1 of one year through June 30 of the ensuing year).
 - b. Prior to conducting the inventory, lists will be made of all accountable items held at all locations within the school district and sent to each principal or building supervisor. The lists will show description, model number, serial number, fixed asset number, location, value, and quantity of each accountable item held.
 - c. Before departure each school year, the principal or building supervisor will be responsible for confirming the annual inventory listing. Items that no longer exist or have been moved to another location, within the building or district, shall be noted on the list prior to sending the list back to the Business Manager. Items that cannot

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- be found or no longer exist will be deleted from the records by receipt of a "Sale or Disposal of School District Equipment, Supplies or Materials" form. The form will state the reason (i.e., lost, stolen, beyond repair, etc.).
- d. Items that were purchased during the year will be noted and the principal or school secretary is responsible for affixing a fixed asset tag on the item. The Business Manager will provide the tags.
 - e. The Business Manager will ensure that all items have a fixed asset tag. The inventory will be reviewed and updated.
 - f. Items that do not fall within the 'accountable item' definition, but have value and are mobile (i.e. computers, cell phones, GPSs, TV/VCRs, fax machines, digital cameras, etc.) shall have alternate tags and be controlled at the sites or buildings.

Note: It is recommended that each teacher be given a list of the equipment in their room at the beginning of the year so they may account for that equipment at the end of the year. This process should be documented by the Principal.