

Inventory Memo

We are required to do an annual inventory verification during each school year. We would prefer you verify your inventory prior to Christmas break rather than at the end of the school year, which is always hectic, however it must be completed prior to leaving for the summer.

If at all possible, the Annual Inventory Check List (attached) for your school, along with the FIND list, should be signed and returned to me before, Tuesday, December 19th.

Annual inventory reminders:

1. Print out an inventory list for your entire school to use as a check list for your inventory. (Business Plus – Fixed Assets Inventory Link, Reports, WCSD_FA8008, STATUS - AC, LOCATION – school #, ROOM – just leave the *, SUBMIT, click the PDF button to print.) This will print the inventory list for your entire school, grouped by rooms.
2. Print out individual inventory list for each room. (Business Plus – Fixed Assets Inventory Link, Reports, WCSD_FA8008, LOCATION – school #, ROOM – room ID, STATUS - AC, SUBMIT, click the PDF button to print.)
The person responsible for the inventory in each room should compare the items in their room against the inventory list, verifying by barcode. This can be done by using a scanner to scan the barcodes to a Google sheet and comparing the two lists. Once their inventory is completed, they need to sign an Equipment Verification Form (attached), kept on file at your school.
3. The fixed assets secretary needs to be made aware of any errors in the inventory so they can make the appropriate adjustments. The fixed assets secretary can change the room location, but not the school location. Location transfers should be done at the District level. Please use Form 402E for these transfers.
4. Deletions – Change the room number to DELE. Please use the deletion form when deleting assets, Form 402D. This deletion form must be signed by your principal/department director. All technology assets must be deleted or transferred using the technology form, 402T. This form must be completed by the FA secretary and the technology representative from your cone site. This form must be signed by the technology representative as well as the principal/department director.
****Please remember to mark all working surplus items with a colored dot sticker.****
5. FIND Assets – Please do all you can to find the assets assigned to your school. If you have an asset that you are unable to locate, change the room location to FIND, and put the date in the Room Name Box. (This way you will know how long it has been missing. Once an asset has been in the FIND room for **1 year**, you can send me a deletion form and I will remove it from your active inventory.) Please print your FIND list. On this list, please indicate any information you have concerning this asset, such as how long it has been missing, where it was last seen, etc. Submit your FIND list with your Annual Inventory Check List to me.

Once all the above steps have been completed, please return to me; the Annual Inventory Check List, your FIND list and any deletion forms. Please note that this inventory checklist must be signed by yourself and your principal. **Again, the deadline is December 19, 2023.**

Please let me know if you have any questions.

Thank you for your diligence in helping us track the assets of the Washington County School District. You're the best!