

Non-Instructional/Business
OperationsMOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: PLACING PURCHASES INTO THE INVENTORY SYSTEM**

The District will maintain an inventory of all assets. This will include equipment, furniture, computers, supplies and more. The inventory system can be maintained on paper files or in a computerized software program. Use of either type of system should show regular updates as new items are purchased and old items are retired.

<u>Responsibility</u>	<u>Action</u>
Requisitioner (Staff Who Places Order)	1) Sends requisition to the purchasing clerk noting on requisition that purchase should be placed into the inventory system.* *The inventory system includes all items (a) costing \$250 or more per unit or set; (b) which are not expendable and are not consumed in use; and (c) which have a useful life expectancy of at least five years.
Purchasing Clerk	2) Sends requisitioner's and receiving copies of purchase order to division clerk after order is typed with set of inventory tags.
Department Clerk	3) a. Assigns inventory number to purchase order. b. Enters information on inventory sheet.
Building Principal/designee	4) a. Gives requisitioner his/her copy of purchase order. b. Retains one copy of purchase order with inventory summary sheet and inventory tag pending receipt of material.
Building Custodian	5) Delivers equipment to requisitioner.
Requisitioner	6) a. Verifies accuracy of receipt and condition of goods with purchase order. b. Affixes his/her signature to purchase order showing receipt and forwards to Building Principal.

(Continued)

SUBJECT: PLACING PURCHASES INTO THE INVENTORY SYSTEM (Cont'd.)

<u>Responsibility</u>	<u>Action</u>
Building Principal	7) a. Matches requisitioner's copy of purchase order with retained copy. b. Completes any pertinent information on master inventory card (date received, room number, etc.). c. Forwards inventory tag to requisitioner.
Requisitioner	8) a. Affixes inventory tag on equipment in proper location and position. b. Forwards completed Inventory sheet to Business Office.
Business Office	9) a. Receives inventory sheet. b. Transfers information from inventory sheets to inventory database.

Annual Verification of the Equipment Inventory

<u>Responsibility</u>	<u>Action</u>
Business Office	1) Sends individual inventory summary and verification form to Building Principals and department directors.
Principal and Director	2) Verifies the annual updated summary by signing verification form and returns to Business Office.
School Business Official	3) Discusses individual reports with Building Principals and department directors (if necessary).
Business Office	4) Files the verification form with the original annual inventory summary for the inspection of the Auditor.