

INVENTORIES

School District equipment shall be inventoried regularly and such equipment shall be distinctively marked for identification purposes as the property of the district. For these purposes the Superintendent of Schools shall set forth rules and regulations governing the control of District equipment. These regulations shall include both the marking of equipment for identification, and the taking and maintaining of inventories of equipment.

Policy

Adoption

7/2/74

INVENTORIES

In accordance with the Board of Education Inventories Policy, the District shall establish regulations that shall include both the marking of equipment for identification, and the taking and maintaining of equipment inventories.

Equipment as defined herein for inventory purposes, includes an item, or related set of items, that cost \$3,500 or more and have a projected period of usefulness of no less than five years. The Business Office may, within its discretion, require an item or items not falling within these criteria to be marked for identification and be inventoried.

Administrative Regulations

- I. The principal and/or administrator shall be responsible for all equipment within the building or office under their control. The following steps should be taken to insure proper control of that equipment.
 - A. **Identification**

The building principal and/or administrator shall see to it that all District equipment housed in his/her building or office shall be marked in accordance with the following procedures:

 - 1) An identification label shall be affixed to all items deemed necessary to be inventoried. The identification label shall include the name of the School District and code number identifying the item. Inventory identification labels and Inventory equipment forms are to be provided by the Business Office.
 - 2) A log shall be maintained by the Business Office of all items deemed by the Business Office as necessary to be inventoried, but not capable of labeling with an inventory identification label (such as an automobile and components of a mechanical system).
 - B. **Inventories**

The building principal and/or administrator shall see to it that all District equipment housed in his/her building or office shall be inventoried in accordance with the following procedure:

 - 1) The information from completed Inventory Equipment forms is to be recorded in a centralized database to be maintained by the Business Office.
 - 2) Principals and administrators are responsible for the safeguarding of all inventoried items.
 - 3) Principals and administrators are required to submit to the Assistant Superintendent of Business a Surplus Equipment form when recommending the disposal or sale of any inventoried items.

- II. The Assistant Superintendent of Business shall see to it that an appraisal of all District equipment and facilities is undertaken by a qualified outside agency periodically, but at least every seven (7) years.

- III. Surplus Textbooks
Principals and administrators are required to submit to the Assistant Superintendent of Business a Surplus Textbooks form when recommending the disposal or sale of any textbooks.

Regulations

Approved: 7/2/74

Amended: 4/20/05; 5/9/12

INVENTORY EQUIPMENT

INVENTORY #

To:

Date:

PO #

Date of Purchase:

Vendor:

Item Description:

LOCATION:

Building: _____

Room # _____

Manufacturer: _____

Model # _____

Serial # _____

Unit Cost:

Date Tagged: _____

Signature: _____

Please complete all blank items on this form, affix the inventory tag to the item and return the form to June Berry in Accounting at the Woodmere Education Center.

HEWLETT-WOODMERE PUBLIC SCHOOLS

To: Dr. Peter Weber

From:

Date:

RE: SURPLUS EQUIPMENT

It is recommended that the Board of Education take the following action in declaring the equipment listed below as surplus:

- _____ Discard
- _____ Sell via Sealed Bid (est. value: \$ _____)
- _____ Donate to another agency (specify: _____)

<u>Description</u> (List by separate item)	<u>Make</u>	<u>Model</u>	<u>H-W Inventory Tag</u>	<u>Condition</u>	<u>Est \$ Value</u>
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This request to dispose of surplus equipment is being made for the following reason(s):

**Regulation 6640
E-3**

HEWLETT-WOODMERE PUBLIC SCHOOLS

To: Dr. Peter Weber

From:

Date:

RE: SURPLUS TEXTBOOKS

It is recommended that the Board of Education take the following action in declaring the textbooks listed below as surplus:

- _____ Discard
- _____ Sell via Sealed Bid (est. value: \$ _____)
- _____ Donate to another agency (specify: _____)

<u>Title/Description</u> <small>(List by title)</small>	<u># Books</u>	<u>Condition</u>
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This request to dispose of these textbooks is being made for the following reason(s):