



## Electronic Equipment Inventory Guidelines

September 2007

Objective: To safeguard the assets of Walla Walla Public Schools.

Audio-Visual Coordinators are responsible for audio-visual equipment inventory. Computer Coordinators are responsible for technology equipment inventory. Buildings that do not have a person responsible for inventory will assign the task to an individual at the site. Personal items belonging to staff members should not be inventoried.

The following information describes the guidelines that school district employees described above will use to inventory electronic equipment that is owned by the school district:

1. All electronic equipment (audio-visual and technology) which is purchased after September 1, 2007, will be entered into the IT Direct Inventory System. All items with a purchase price of \$2,000 or more will include the first four digits of the budget code with the description.
2. Inventory should be completed on a continuing basis as equipment is purchased, moved, or discarded. Those items that are on the inventory list and are not found during a physical inventory should be reported to the Business Office by submitting a list of missing items. Computer and AV Coordinators will follow IT Inventory Procedures to attempt to locate missing items. If the item is still missing during inventory the following year, it will be declared lost.
3. When equipment is discarded, the person responsible for inventory at the building must create a Maintenance Direct Work Order requesting removal of the discard/surplus items from the building. The work order should state that the boxes are to be delivered to the surplus facility. ***Do not send discard items to the District Technology Center.*** A discard/surplus sticker must be attached to the discard/surplus item, and the item must be marked for discard in the IT Direct Inventory System. **Discard items cannot be given away to students, staff members, or parents. These items must not be thrown away in the garbage. They must be discarded in a manner that complies with Walla Walla Public School Policy and with Washington State Law.**

### Inventory Audit

The Business Office will complete an annual inventory audit, on a statistical sample basis, based on a database for all equipment with a purchase price of \$2,000 or more for federal auditing purposes.