FIXED ASSET INVENTORY PROCEDURES

1. Definitions of inventory items

A. The item retains its original shape and appearance with use.

B. The item is non expendable, that is, if the article is damaged or some parts are lost; it is usually more feasible to repair it than to replace it.

C. The item will have an estimated usable life expectancy of two years or more.

D. The item can be tracked on the fixed asset list.

E. The item is not inventory if it loses its identity through incorporation into a different or more complex unit. (i.e. memory, RAM, etc.)

2. Fixed asset inventory items must be on the school inventory. Items are placed on the school inventory list by properly receiving items through the computer.

3. Inventory Procedures

A. The principal or an employee designated by the principal will be responsible for the school's fixed asset inventory.

B. After a district purchase order is created, an addition to fixed assets form must be sent to Warehouse Manager where an inventory number will be assigned.

C. The Warehouse Manager will send a Barcode inventory sticker directly to the individual assigned to inventory fixed assets. The Barcode # must be affixed to the item when the items are received at the school.

4. Location for Barcode

Items will be tagged on upper left side of equipment. For large, heavy items it is easier to identify the item if the sticker is near the front, so the item won't have to be moved or rotated to read the sticker.

5. Donated equipment

Any donated equipment that fits the description of the fixed asset inventory criteria can e added to the school's inventory by completing an addition to fixed asset form and sending it to the Warehouse Manager. Barcode # should be indicated on the form.

6. Annual reconciliation

A. Secondary schools

The school's reconciliation of inventory will be scheduled during February and March.

B. Elementary Schools

The school's reconciliation of inventory will be scheduled during April & May.

C. Each school will be responsible to do a yearly check of inventory. It will be the responsibility of the school's designated individual to find the missing items and report their whereabouts to the district warehouse manager.

7. Reconciliation of lost inventory items

A. The school will be responsible for replacing any "lost" items. The district will participate in replacing stolen items if the items are **listed on the school inventory** and when a police investigation takes place.

B. Items termed as missing after the annual reconciliation takes place should be left on the inventory for a full year in order for the school to attempt to find them.

C. The school will inform the warehouse manager when the lost item has been found and the status of the item on the report can be upgraded from lost.

8. Deletion of fixed asset inventory items

Fixed asset items may be deleted by completing the Request to Remove Inventory form. The completed form should be sent to the warehouse manager.

http://www.barscan.com/website/html-home/home.html

Information from Marci Milius with DCSD

The scanners that we have in the library will scan most types of barcodes. We use them to scan barcodes that we place on the books and also the barcode on the back of the books - similar to a UPC code.

Another consideration is how the barcode labels are printed, if you do not have a printer that has the ability to print crisp and clear lines then the scanner will not be able to read the labels.

It is the software program that you will be using to track the barcode numbers is the important part. We need to program our library software to be able to read a certain barcode symbology therefore what is read is understandable.

We purchase all of our scanners at Barcode MegaStore http://www.barcodemegastore.com/

They are very helpful and can provide you with more information. The scanner that we purchase for the libraries is the PSC Quickscan 6500.