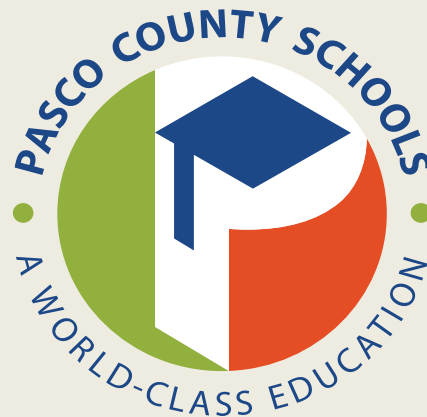


# New Inventory Procedures



Finance Services and Property Control



# The Purpose



- To centralize receiving, tagging, & inventorying
  - Ensures that items are tagged
  - Less time spent by schools receiving and tagging
  - Eases pressure on schools for taking annual inventory
  - Provides better internal tracking for school (PRISM)

# Items to be Tagged & Inventoried



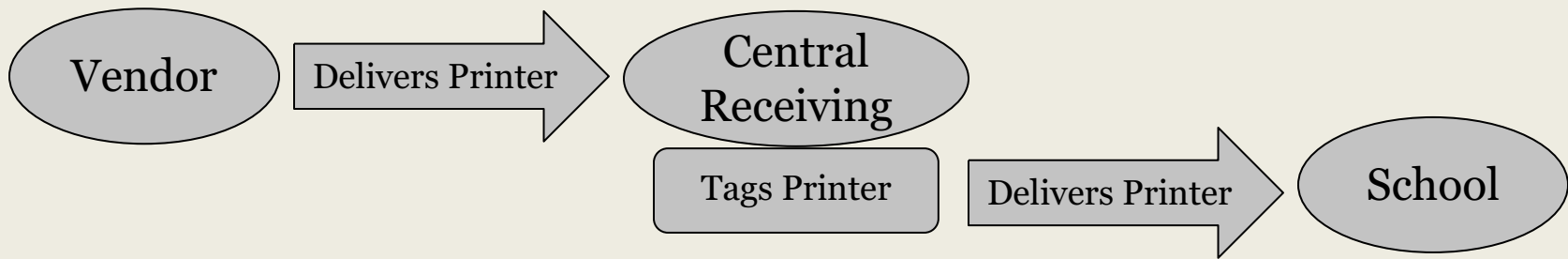
- Items over \$1,000
- Certain “attractive items” costing at least \$250:
  - Cameras
  - Printers
  - Projectors/TVs
  - Audiometers
  - Charging carts
  - Band equipment
- Items tagged regardless of price:
  - Computers/Laptops
  - iPads/Tablets



# The General Process (Scenario 1)



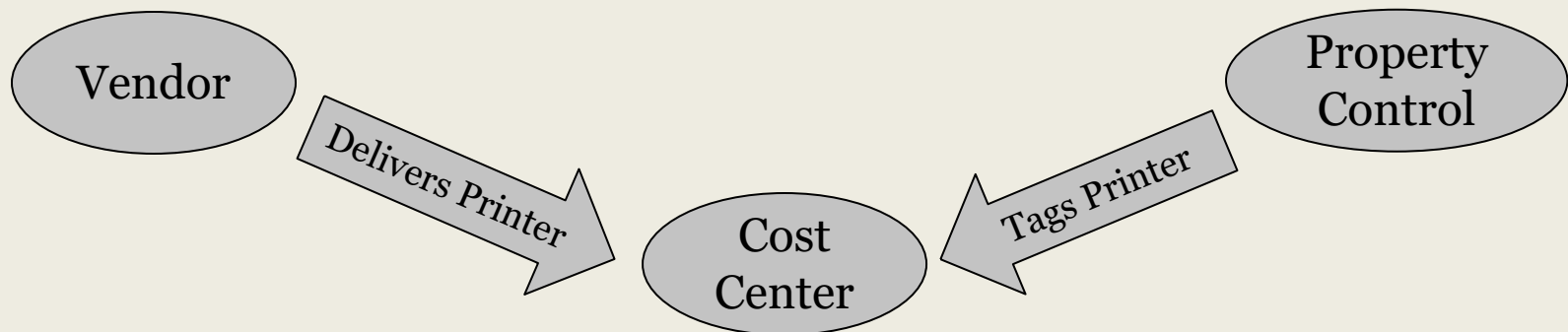
- Printer purchased via P-Card or Purchase Order for delivery
  - Printer shipped directly to Central Receiving
  - Property Control tags printer upon receipt and enters receiving in MUNIS
  - Distribution Services delivers printer & packing slip to school
    - ✦ Ideally will be next-day delivery!
  - Property record is imported into PRISM from Munis
    - ✦ Done daily by OTIS for all new inventory



# The General Process (Scenario 2)



- Printer purchased at store with P-Card/purchased by school Internal Accounts check
  - Printer arrives at school and bookkeeper enters receiving
  - Bookkeeper/RMA scans serial number into PRISM (Property Acquisition Form) which generates an email
  - This email notifies Property Control of new taggable printer
  - Property Control Assistant assigns tag number in PRISM
  - Property Control Assistant comes to school to tag printer



# PRISM Provides...



- Ability to see all items from MUNIS
- Standardized process across schools
- Electronic MIS192 sign out form
- Ability to notify Property Control of new acquisitions
- Ability to transfer items within District and request Disposals

# Annual Inventory



- Conducted by Property Control Assistants at all schools annually
- Begins scheduling in July 2016
- Need scheduling flexibility to complete inventories with minimal class disruption
- Internal Audit will continue to audit inventories

# Questions?



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